



Internet Data Entry System (IDES) User Manual



FY 2013-2014

May 2014

EXECUTIVE SUMMARY

The Office of Management and Budget (OMB) designated the Census Bureau as the National Clearinghouse (or Federal Audit Clearinghouse - FAC) for the receipt of Single Audit Reports from state and local governments (later to include nonprofit organizations). In this capacity, the Census Bureau serves as the central collection point and repository for audit reports prepared and submitted under provisions of the Single Audit Act of 1984 (amended in 1996) and OMB Circular A-133. States, local governments, and nonprofit organizations that annually expend \$500,000 or more in federal awards must perform a Single Audit and complete Form SF-SAC for every fiscal year they meet the reporting dollar threshold. Collectively, these submissions permit Federal agency Inspectors General and grant administrators to monitor the use of over \$1.1 trillion annually. All data are available to the public through a data dissemination/query system at the Federal Audit Clearinghouse website.

This user manual details the first component of the FAC system, which is the Data Collection module. The central collection point for single audit reports is the Federal Audit Clearinghouse – Internet Data Entry System (IDES) website. This manual intends to provide general data entry and navigational guidance to users accessing the website.

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1.0 INTRODUCTION

This user manual contains essential information that will enable the user to make full use of the Internet Data Entry System (IDES). It includes an overview of the data collection system as well as detailed instructions on how to properly enter data and navigate the website.

To review the legal requirements and criteria for submitting Form SF-SAC, read the Office of Management and Budget Circular A-133¹, which is available on the Federal Audit Clearinghouse (FAC) website². Instructions for filling out Form SF-SAC are also available on the FAC website; additionally, they are within Section 4 of this manual.

After reading this document, if you still have questions regarding data entry, site navigation, submission procedures, etc., please contact the FAC by emailing govs.fac@census.gov or by calling 1-800-253-0696.

2.0 IMPORTANT NOTES

2.1 System Enhancements

The following improvements have enhanced and modernized the FAC data collection process:

- **New Account-based System and User Authentication:** Prior to November 2013, the data collection component of FAC was based on a Report ID and shared Password. The FAC has eliminated the need for users to share such credentials. With the new system, users gain access with their unique e-mail and password combination, also known as their “sign-in credentials”.

Using your sign-in credentials, you can view all of the report IDs that you are currently working on, as well as all of the reports that you have worked on in the past. You will establish these credentials when creating an account.

2.2 New Report for Each Submission

A new report is required for each submission. Each report corresponds to one single audit submission for one fiscal period. At this time, FAC does not support submissions that span multiple fiscal periods. For each fiscal period in which a submission is required, you must enter a single audit submission and complete a new Form SF-SAC.

2.3 Submission Process at a Glance

Here is a quick overview of the IDES process from start to finish:

- Create an account and sign in (Section 3.1)
If you are new to submitting audits to the FAC, or have done so in the past using the previous system, you must first create a new account to get started.

Features of the new account based system:

¹ http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

² <https://harvester.census.gov/facweb>

- E-mail based account system
- Unique and Individual Passwords
- Lost passwords reset by clicking the **Reset Password** link
- Complete Form SF-SAC online by selecting **Start**

The auditee is responsible for the accurate and timely submission of this form. An auditor hired by the auditee is responsible for the accuracy of the information included in Part III of the form (Section 3.5.2).
- Make Updates to the Form, as necessary (Section 3.4)
 - Check the form for errors - The new IDES system provides a validation program that automatically checks Form SF-SAC for errors or inconsistencies. If there are errors, the system will specify the page on which the error(s) occurred and the corrective action needed. You can then access that particular page to make the appropriate updates (Section 3.12).
 - Continue to check data, correct errors and run the check for errors until the system indicates the data collection form has passed all of the edits (Section 3.12).
- Finalize the information on Form SF-SAC

After finalizing the form, you can make changes by unlocking it; however, unlocking the form will invalidate any auditee certification or auditor signatures completed to that point (Section 11.0).
- Upload the A-133 Audit (Section 4.0)
- Certify the Reporting Package (Section 5.0)
- Final Submission of the Reporting Package (Section 6.0)

2.4 Form Navigation

You may exit the online form and re-enter it at any time if more than one session is required for completion. You must make sure to save each page as you finish them. In order to re-visit the online form, you must log in at the main login page using your e-mail address and unique password.

- To navigate among pages use the buttons or tabs on each page. DO NOT use the **Back** button on the browser. Using the **Back** button on the browser will cause a “Website has expired” error to occur.
- All fields, unless otherwise noted, require a response.

3.0 ACCESSING THE SYSTEM

3.1 Create a New Account (All new users to the system **MUST** create a new account)

The following procedure applies to first time users (i.e., your e-mail address is not registered in the database). The system will prompt a new user to create an account when he/she first attempts to sign in. If you already have already created an account, please skip this procedure.

1. Click the **Create an Account** button, which is located in the First-Time Users box.



Federal Audit Clearinghouse

Internet Data Entry System

Important Notice: The Form SF-SAC and data collection for fiscal periods ending in 2013 is now available. The Office of Management and Budget granted an extension until **February 28, 2014** for all FY 2013 audit packages due on or before **February 28, 2014**. The extension is automatic and there is no approval required.

The November 19, 2013 [Federal Register Notice](#) and the new 2013 [form](#) and [instructions](#) are available for review.

The Internet Data Entry System (IDES) is the place to submit the single audit reporting package, including form SF-SAC, to the Federal Audit Clearinghouse (FAC). Single audit submission is required under the Single Audit Act of 1984 (amended in 1996) and OMB Circular A-133.

First-Time Users

To submit single audits using this system, you *must* have an account. To begin, click the **Create an Account** button below.



[Quick Reference Guide](#) | [Single Audit Process Illustration](#)

Returning Users

If you are a returning user, enter your User E-mail and User Password below.

User E-mail: (example: john.doe@census.gov)

User Password:

[Reset User Password](#)

Single Audit References



View Single Audit reference information.

Federal Agency Contacts



View Federal Agency Single Audit and Program Contacts.

Frequently Asked Questions



View Frequently Asked Questions (FAQs).

Federal Audit Clearinghouse



View the Federal Audit Clearinghouse internet site.

****WARNING**WARNING**WARNING**WARNING**WARNING****

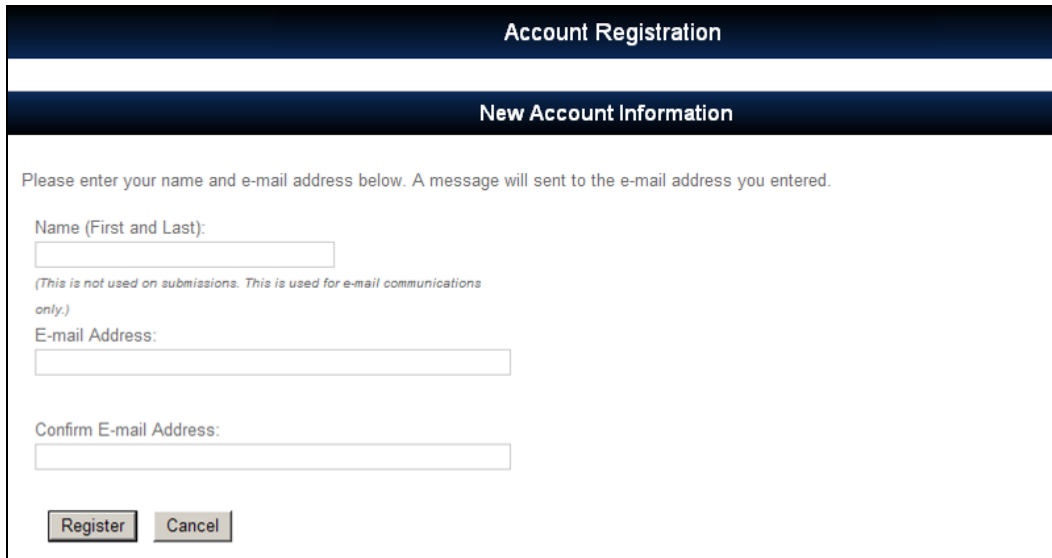
THIS IS A CENSUS BUREAU COMPUTER SYSTEM. CENSUS BUREAU COMPUTER SYSTEMS ARE PROVIDED FOR THE PROCESSING OF OFFICIAL U.S. GOVERNMENT INFORMATION ONLY. ALL DATA CONTAINED WITHIN CENSUS BUREAU COMPUTER SYSTEMS IS OWNED BY THE US GOVERNMENT AND MAY BE MONITORED INTERCEPTED RECORDED READ COPIED OR CAPTURED IN ANY MANNER AND DISCLOSED IN ANY MANNER BY AUTHORIZED PERSONNEL. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. SYSTEM PERSONNEL MAY DISCLOSE ANY POTENTIAL EVIDENCE OF CRIME FOUND ON CENSUS BUREAU COMPUTER SYSTEMS TO APPROPRIATE AUTHORITIES. USE OF THIS SYSTEM BY ANY USER AUTHORIZED OR UNAUTHORIZED CONSTITUTES CONSENT TO THIS MONITORING INTERCEPTION RECORDING READING COPYING CAPTURING AND DISCLOSURE OF COMPUTER ACTIVITY. USE OF THIS COMPUTER WITHOUT AUTHORIZATION OR FOR UNAUTHORIZED PURPOSES IS A VIOLATION OF FEDERAL LAW AND PUNISHABLE BY FINES OR IMPRISONMENT (PUBLIC LAW 99-474).

****WARNING**WARNING**WARNING**WARNING**WARNING****

Collecting data on behalf of OMB. Version: 1.0.1.14 Last Modified: 2/18/2014 3:28:11 PM

If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 1-800-253-0696.

2. On the Account Registration page, enter your first and last name the way you want it to appear on the reports and e-mail messages generated by FAC.



The screenshot shows a web form titled "Account Registration" with a sub-header "New Account Information". Below the header, a message states: "Please enter your name and e-mail address below. A message will sent to the e-mail address you entered." The form contains three input fields: "Name (First and Last):", "E-mail Address:", and "Confirm E-mail Address:". A small note below the name field says "(This is not used on submissions. This is used for e-mail communications only.)". At the bottom of the form are two buttons: "Register" and "Cancel".

3. In the E-mail Address box, enter your primary e-mail address. The system uses this address not only to provide access, but also to send automatic e-mail messages regarding the progress of your submission.
4. In the Confirm E-mail Address box, enter the same e-mail address used in Step 3 and then click the **Register** button. To enforce user authentication and security, the E-mail Address and Confirm E-mail Address fields must be the same.
5. A message is auto-generated and sent to the e-mail address entered. You must use the link provided in the e-mail message to complete registration.



A message has been automatically generated and sent to the e-mail address you entered. Please use the link in the message to complete your registration.

6. If you do not receive this e-mail within 5 minutes follow the steps below:
 - Check your junk or spam folders
 - Contact your IT department to check your security settings
 - Go to the [IDES log in page](#) and follow the steps to *Reset User Password*
 - Send the Federal Audit Clearinghouse a test e-mail at *GOVS.FAC.IDES@CENSUS.GOV*
 - Contact the Federal Audit Clearinghouse at 1-800-253-0696

7. Click on the **Registration** link within the e-mail message; it will take you to the Change My Password page.

Change My Password

Password Requirements:

- Password must have at least twelve (12) non-blank characters
- Password cannot be re-used multiple times
- Password must contain characters from each of the following four categories:
 - Upper-case characters (A-Z)
 - Lower-case characters (a-z)
 - Numbers (0-9)
 - Special Characters (!, @, #, \$, %, ^, &, *)

Account Information

E-mail Address:

New Password:


Confirm New Password:


8. In the New Password box, create a new password. To comply with security requirements, your password must:
 - Have at least 12 non-blank characters
 - Include characters from each of the following four categories:
 - English upper-case letters (A-Z)
 - English lower-case letters (a-z)
 - Numerals (0-9)
 - Special characters (!, @, #, \$, %, ^, &, *)
9. In the Confirm New Password box, enter the same text string used in Step 6 and then click the **Save Password** button. To enforce user authentication and security requirements, the New Password and Confirm New Password fields must be the same. After entering a valid password, the system will prompt you to access the Account Home page, where you can start a new single audit submission.

10. From the Account Home page, click the **Start** button to begin a new single audit submission. After selecting Start, the system displays the Submission Criteria Check page. The auditee must meet the submission criteria before advancing. After meeting all of the submission criteria, click the **Continue** button.

Account Home

Continue/Certify (In-Progress Audits)	Continue/Certify work on a single audit that was started but not submitted to the Federal Audit Clearinghouse. <ul style="list-style-type: none">• Certify, Finish, Submit, and Upload Single Audit.• Enter and exit the single audit report at any time and as many times as necessary to complete the submission.
View (Submitted Audits)	View information on <ul style="list-style-type: none">• Archive copies
Start (New Audit)	Start a new single audit <ul style="list-style-type: none">• Each Report ID• Start a new report
Revise (Submitted Audits)	Revise information on <ul style="list-style-type: none">• Change information

 [Instructions](#)
[2009](#) | [2010-2012](#) | [2013](#)

 [Checklist](#)
[2009](#) | [2010-2012](#) | [2013](#)

Submission Criteria Check

[\[Back to Account Home\]](#)

Verify the following information to ensure the auditee meets the submission criteria for a new single audit.

Check all that apply:

☐ This entity is a state, local government, or a non-profit. *

☐ This entity spent \$500,000 or more in federal awards during its audit year.

☐ This entity is U.S.-based.

If the auditee does not meet all of the criteria above, contact the [coordinator or oversight agency](#) for further guidance.

[Continue](#)

* "State" means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, the Trust Territory of the Pacific Islands, any instrumentality thereof, any multi-state, regional, or local government, or any Indian tribe which has governmental functions, and any Indian tribe as defined in [OMB Circular A-133](#).

11. After selecting **Continue**, the system displays the Auditee Information page. Enter the Auditee Name, Auditee Employer Identification Number (EIN), Confirm the Auditee EIN and the fiscal year end date for the submission. All four fields are required. This information will auto-populate to Page 1 (General Information) of Form SF-SAC.

Auditee Information

[\[Back to Account Home.\]](#)

This page will allow you to create a new single audit submission. Each Report ID corresponds to one single audit submission. You must start a new report for each fiscal period.

Auditee Name

Auditee Employer Identification Number (EIN) -

Confirm Auditee Employer Identification Number (EIN) -

Auditee Fiscal Year End date for this submission (MM/DD/YYYY)

- Review the year. Once this submission is created it cannot be changed.
- The correct EIN is mandatory. Please verify the EIN.

Note: If you enter an EIN that is already in use by a previous report for the same fiscal year, a Duplicate Report screen will appear. Please read the instructions and click the appropriate link to take the next step.

12. After completing the Auditee Information page and selecting **Continue**, the system displays the Submission Access page. You should enter anyone who needs access to the submission. Anyone entered on this page receives e-mail communications only; they are not listed on the actual submission. The Auditee Certifying Official and the Auditor Certifying Official's e-mail addresses are **REQUIRED**. Entering additional e-mail addresses is encouraged but not required. Click the **Continue** button to advance to the Report Home page, once the required fields are complete.

Submission Access

[\[Back to Account Home \]](#)

In the section below, list anyone who needs access to the submission. You can make changes later by using the **Account Tools** option on the *Account Home* page.

Note: The names entered are not used on the submission. They are used for e-mail communications only.

Auditee Certifying Official: *[This individual will electronically certify (sign) the single audit submission on behalf of the auditee]*

Name: * E-mail: * Confirm E-mail: *

Auditee Contact: *[These individuals will have access to the single audit submission, but will not have the ability to certify the submission]*

Name: E-mail: Confirm E-mail:

[Add More](#)

Auditor Certifying Official: *[This individual will electronically certify (sign) the single audit submission on behalf of the auditing firm]*

Name: * E-mail: * Confirm E-mail: *

Auditor Contact: *[These individuals will have access to the single audit submission, but will not have the ability to certify the submission]*

Name: E-mail: Confirm E-mail:

[Add More](#)

* = Required Field

Continue

3.2 Login with an Existing Account

The following procedure applies to existing users (refer to the screenshots in Section 3.1):

1. Log into the IDIS site using your current e-mail address and unique password.
2. From the Account Home page, click the **Start** button to begin a new single audit submission. After selecting Start, the system displays the Submission Criteria Check page. The auditee must meet the submission criteria before advancing. Once the submission criteria are met, click the **Continue** button.
3. After selecting **Continue**, the system displays the Auditee Information page. Enter the Auditee Name, Auditee EIN, Confirm the Auditee EIN and the fiscal year end date for the submission. All four fields are required. This information will auto-populate to Page 1 (General Information) of Form SF-SAC.

4. After completing the Auditee Information page and selecting **Continue**, the system displays the Submission Access page. You should enter anyone who needs access to the submission. Anyone entered on this page receives e-mail communications only; they are not listed on the actual submission. The Auditee Certifying Official and the Auditor Certifying Official's e-mail addresses are **REQUIRED**. Entering additional e-mail addresses is encouraged but not required. Click the **Continue** button to advance to the Report Home page, once the required fields are complete.

Apply the following guidance to ensure proper completion of Form SF-SAC:

- For audit-related questions, please contact either the Federal awarding agency or the auditee's Federal cognizant or oversight agency.
- Every form field or item must have a response unless otherwise indicated as an allowable skipped item.
- Use your keyboard's Tab key, mouse, and buttons to navigate from question to question and page to page.
- Perform a validation check on your data. See Section 3.12 for instructions on how to check the data and correct any errors.
- The Auditor's EIN is now required.
- All data **MUST BE SAVED** before proceeding to the next page.

3.3 Starting a New Form

Navigate to the IDES Introductory Page on the FAC website³, or link to the site from the FAC homepage⁴.

Create a new account if you are a new user (follow steps in Section 3.1) or log into the IDES site using your current e-mail address and unique password (follow steps in Section 3.2).

³ <https://harvester.census.gov/facides>

⁴ <https://harvester.census.gov/facweb>

On the Report Home page, click the **STEP 1. Enter and Finalize Form SF-SAC** button to open the General Info portion of the form.



Internet Data Entry System

[X Sign Out]

Report Home

[\[Back to Account Home \]](#)

FEDERAL AUDIT CLEARINGHOUSE, 2013

Report ID: 801298 Version: 1

☒ Audit Form

Unlock Finalized Form SF-SAC

View/Print Form SF-SAC

☒ Audit Report (PDF)

☒ Report Access

☒ Help

This page allows you to view submission status, as well as, complete submission steps for this single audit report.

	Completion Status	Completion Date/Time	Completed By (E-mail Address)
STEP 1. Enter and Finalize Form SF-SAC			
STEP 2. Upload and Finalize Audit Report			
STEP 3a. Auditee Certification			
STEP 3b. Auditor Certification			
STEP 4. Submit to FAC for Processing			

If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 1-800-253-0696.

3.4 Filling Out the Form

Both the auditee and auditor should cooperate in filling out the form SF-SAC. It is important for both parties to be aware of the data entered on the form and to communicate openly about which portion of the report they are responsible for completing

3.4.1 General Tab Info

**DO NOT FORGET TO CLICK THE SAVE BUTTON
WHEN LEAVING ANY PAGE!**

A rectangular button with a light gray background and a thin black border. The word "Save" is centered on the button in a dark gray, sans-serif font.

The auditee completes the General Information portion of Form SF-SAC, except for Items 6 and 7. The auditor completes Items 6 and 7, which are highlighted below.

PART I: GENERAL INFORMATION		Report ID: 579046 Version: 1
1. Fiscal year ending date for this submission <div style="border: 1px solid black; padding: 2px; display: inline-block;">06/30</div> /2013 (MM/DD/YYYY)	2. Type of Circular A-133 audit <input checked="" type="radio"/> Single Audit <input type="radio"/> Program-Specific Audit	
3. Audit Period Covered <input checked="" type="radio"/> Annual <input type="radio"/> Biennial <input type="radio"/> Other <div style="border: 1px solid black; width: 30px; height: 15px; display: inline-block;"></div> Months		
4. Auditee Identification Numbers <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> a. Auditee Employer Identification Number (EIN) <div style="border: 1px solid black; padding: 2px; display: inline-block;">99</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">9999999</div> </div> <div style="width: 50%;"> b. Are multiple EINs covered in this report? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, complete <i>Additional EINs</i> page </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> d. Auditee Data Universal Numbering System (DUNS) Number <div style="border: 1px solid black; width: 30px; height: 15px; display: inline-block;"></div> <div style="border: 1px solid black; width: 30px; height: 15px; display: inline-block;"></div> <div style="border: 1px solid black; width: 30px; height: 15px; display: inline-block;"></div> </div> <div style="width: 50%;"> e. Are multiple DUNS covered in this report? <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, complete <i>Additional DUNS</i> page </div> </div>		
5. Auditee Information a. Auditee Name <div style="border: 1px solid black; padding: 2px;">FEDERAL AUDIT CLEARINGHOUSE 2013</div> b. Auditee Address (Number and Street) <div style="border: 1px solid black; padding: 2px;">145 Main Street</div> Auditee City <div style="border: 1px solid black; padding: 2px;">Anywhere</div> Auditee State <div style="border: 1px solid black; padding: 2px;">MD ▾</div> Auditee ZIP Code <div style="border: 1px solid black; padding: 2px;">21227</div> - <div style="border: 1px solid black; padding: 2px;">9999</div> c. Auditee Contact Name Name <div style="border: 1px solid black; padding: 2px;">Test Auditee</div> Auditee Contact Title <div style="border: 1px solid black; padding: 2px;">Test</div> d. Auditee Contact Telephone <div style="border: 1px solid black; padding: 2px;">(888)</div> <div style="border: 1px solid black; padding: 2px;">555</div> - <div style="border: 1px solid black; padding: 2px;">1212</div> e. Auditee Contact Fax <div style="border: 1px solid black; padding: 2px;">()</div> <div style="border: 1px solid black; padding: 2px;">- </div> <div style="border: 1px solid black; padding: 2px;"></div> f. Auditee Contact E-mail <div style="border: 1px solid black; padding: 2px;">GOVS.FAC@census ▾</div>	<div style="background-color: yellow; padding: 2px;">6. Primary Auditor Information</div> a. Audit Firm/Organization Name <div style="border: 1px solid black; padding: 2px;">Auditor Organization</div> b. Audit Firm/Organization EIN <div style="border: 1px solid black; padding: 2px;">99</div> <div style="border: 1px solid black; padding: 2px;">9999999</div> c. Audit Firm/Organization Address <div style="border: 1px solid black; padding: 2px;">125 Main Street</div> Audit Firm/Organization City <div style="border: 1px solid black; padding: 2px;">Anywhere</div> Audit Firm/Organization State <div style="border: 1px solid black; padding: 2px;">MD ▾</div> Audit Firm/Organization ZIP Code <div style="border: 1px solid black; padding: 2px;">21225</div> - <div style="border: 1px solid black; padding: 2px;">9999</div> d. Primary Auditor Contact Primary Auditor Contact Name <div style="border: 1px solid black; padding: 2px;">Test Auditor</div> Primary Auditor Contact Title <div style="border: 1px solid black; padding: 2px;">Test</div> e. Primary Auditor Contact Telephone <div style="border: 1px solid black; padding: 2px;">(888)</div> <div style="border: 1px solid black; padding: 2px;">555</div> - <div style="border: 1px solid black; padding: 2px;">1212</div> f. Primary Auditor Contact Fax <div style="border: 1px solid black; padding: 2px;">()</div> <div style="border: 1px solid black; padding: 2px;">- </div> <div style="border: 1px solid black; padding: 2px;"></div> g. Primary Auditor Contact E-mail <div style="border: 1px solid black; padding: 2px;">GOVS.FAC.ides@ce ▾</div> <div style="background-color: yellow; padding: 2px;">7. Was a secondary auditor used?</div> <input type="radio"/> Yes <input checked="" type="radio"/> No (If "Yes", complete <i>Secondary Auditors</i> page)	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Save</div>		
If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via e-mail or call 1-800-253-0696.		

Item 1 – Fiscal Year Ending Date for this Submission:

The last day of the fiscal period covered by the audit is auto-populated with the date you entered on the Auditee Information screen (see Section 3.2, Step 3).

PART I: GENERAL INFORMATION
1. Fiscal year ending date for this submission
<input type="text" value="06/30"/> /2013 (MM/DD/YYYY)

Item 2 – Type of A-133 Audit Report:

Select the type of audit report. Beginning with fiscal periods ending in 2004, §__.200 of the Circular requires non-Federal entities that expend \$500,000 or more in a year in Federal awards to have a single audit conducted in accordance with §__.500, except when they elect to have a program-specific audit conducted in accordance with §__.235.

Report ID: 579046 Version: 1
2. Type of Circular A-133 audit
<input checked="" type="radio"/> Single Audit
<input type="radio"/> Program-Specific Audit

Item 3 – Audit Period Covered:

Select which period applies. Annual audits cover 12 months and biennial audits cover 24 months. If the audit period covered is neither annual nor biennial, select **Other** and provide the number of months covered (excluding 12 and 24) in the space provided.

3. Audit Period Covered
<input type="radio"/> Annual <input type="radio"/> Biennial <input type="radio"/> Other <input type="text" value=""/> Months

Item 4 – Auditee Identification Numbers:**(a) Auditee Employer Identification Number (EIN)**

The auditee's EIN, the nine-digit taxpayer identification number assigned by the Internal Revenue Service (IRS), is auto-populated with the number that was entered on the Auditee Information screen (see Section 3.2, Step 3).

4. Auditee Identification Numbers**a. Auditee Employer Identification Number (EIN)**
 -

(b) Are multiple EINs covered in this report?

Select **Yes** or **No** to indicate if the IRS assigned more than one EIN, which the auditee (or components of an auditee) cover in this audit. (e.g., a statewide audit covers many departments, each of which may have its own EIN).

b. Are multiple EINs covered in this report?
☐ Yes ☒ No

If yes, complete *Additional EINs* page

List the multiple EINs covered in this report under the Additional EINs tab.

Multiple EINs can be added to the Additional EINs tab at any time before the form is finalized. Make sure to save your data before navigating to a new page.

General Info	Audit Info	Federal Awards	Federal Award Audit Findings	Additional EINs	Additional DUNS	Secondary Auditors	Finalize
--------------	------------	----------------	------------------------------	------------------------	-----------------	--------------------	----------

Additional EINs Report ID: _____

Option 1: Add EINs one at a time
To key in additional EINs individually, type in the number in the boxes on the right and click the **Save** button.

Option 2: Add Multiple EINs using template

- Download the template by clicking on the **Download EIN Template** button above.
- Complete the template and save it on your computer.
- Upload the template by clicking on the **Upload EIN Template** button above.

-

(d) Auditee Data Universal Numbering System (DUNS) Number

The DUNS number is a unique nine-digit identification sequence assigned by Dun & Bradstreet (D&B). Although requested, a DUNS number is not required for the Form SF-SAC submission.

d. Auditee Data Universal Numbering System (DUNS) Number

To receive a DUNS number, visit the D&B D-U-N-S Request Service website⁵.

⁵ <http://fedgov.dnb.com/webform>

(e) Are multiple DUNS covered in this report?

Select **Yes** or **No** to indicate if the entity (e.g., state agency, sub-entity) expending the Federal award is covered in this audit report and if it is assigned more than one DUNS Number.

e. Are multiple DUNS covered in this report?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If yes, complete <i>Additional DUNS</i> page		

List the multiple DUNS covered in this report under the Additional DUNS tab.

Multiple DUNS can be added to the Additional DUNS tab at any time before the form is finalized. Make sure to save your data before navigating to a new page.

General Info	Audit Info	Federal Awards	Federal Award Audit Findings	Additional EINS	Additional DUNS	Secondary Auditors	Finalize
				Download DUNS Template	Upload DUNS Template		
Additional DUNS						Report ID:	
<p>Option 1: Add DUNS one at a time To key in additional DUNS individually, type in the number in the boxes on the right and click the Save button.</p> <p>Option 2: Add multiple DUNS using template</p> <ol style="list-style-type: none">1. Download the template by clicking on the Download DUNS Template button above.2. Complete the template and save it on your computer.3. Upload the template by clicking on the Upload DUNS Template button above.				<div><input type="text"/> - <input type="text"/> - <input type="text"/></div> <div><input type="button" value="Save"/> <input type="button" value="Delete"/></div>			

Item 5 – Auditee Information:

Enter the auditee contact information, according to the OMB Circular A – 133, Subpart C -- Auditees §____.320 (b) Data Collection. Both a senior level representative of the auditee and the auditor must certify the form.

5. Auditee Information		
a. Auditee Name		
<input type="text"/>		
b. Auditee Address (<i>Number and Street</i>)		
<input type="text"/>		
Auditee City		
<input type="text"/>		
Auditee State		
<input type="text"/>		
Auditee ZIP Code		
<input type="text"/>	-	<input type="text"/>
c. Auditee Contact Name		
Name		
<input type="text"/>		
Auditee Contact Title		
<input type="text"/>		
d. Auditee Contact Telephone		
(<input type="text"/>)	<input type="text"/>	- <input type="text"/>
e. Auditee Contact Fax		
(<input type="text"/>)	<input type="text"/>	- <input type="text"/>
f. Auditee Contact E-mail		
<input type="text"/>		

Item 6 – Primary Auditor Information (the auditor completes this item)

Enter the name of the auditor that conducted the audit in accordance with the OMB Circular. The auditor name may represent a sole practitioner, certified public accounting firm, state auditor, etc. When multiple audit organizations conduct the audit work, only the lead or coordinating auditor shall provide his/her information in Item 6. **Note: Beginning in FY 2013, Auditors must include the EIN of the firm or Auditor EIN.**

6. Primary Auditor Information
a. Audit Firm/Organization Name
<input type="text"/>
b. Audit Firm/Organization EIN
<input type="text"/> <input type="text"/>
c. Audit Firm/Organization Address
<input type="text"/>
Audit Firm/Organization City
<input type="text"/>
Audit Firm/Organization State
<input type="text"/> <input type="text"/>
Audit Firm/Organization ZIP Code
<input type="text"/> - <input type="text"/>
d. Primary Auditor Contact
Primary Auditor Contact Name
<input type="text"/>
Primary Auditor Contact Title
<input type="text"/>
e. Primary Auditor Contact Telephone
(<input type="text"/>) <input type="text"/> - <input type="text"/>
f. Primary Auditor Contact Fax
(<input type="text"/>) <input type="text"/> - <input type="text"/>
g. Primary Auditor Contact E-mail
<input type="text"/> <input type="text"/>

Item 7 – Add Secondary auditor information (optional to have secondary auditors)

Select **Yes** or **No** to indicate whether or not a secondary audit organization conducted audit work, and if the primary auditor would like to include contact information for the secondary auditor.

7. Was a secondary auditor used?
<input type="radio"/> Yes <input type="radio"/> No (If "Yes", complete <i>Secondary Auditors</i> page)

List the contact information for up to twelve auditors under the Secondary Auditors tab.

General Info	Audit Info	Federal Awards	Federal Award Audit Findings	Additional EINs	Additional DUNS	Secondary Auditors	Finalize		
<input type="button" value="Add Secondary Auditor"/>									
Secondary Auditors							Report ID:		
Auditor Firm Name	Auditor EIN	Auditor Address	City	State	ZIP Code	Contact Name	Contact Title	Contact Phone	Contact
No secondary auditor found.									

NOTE: Only the primary auditor electronically signs the auditor statement.

3.5 Audit Info Tab

DO NOT FORGET TO CLICK THE SAVE BUTTON WHEN LEAVING ANY PAGE!



The Audit Information portion of Form SF-SAC is broken into two parts: Part II, Financial Statements and Part III, Federal Programs. The auditor completes both these portions of the form.

3.5.1 Financial Statements

The auditor completes the Financial Statements portion of the form (Part II). Obtain all information for this section from the Opinion on the Financial Statements and Reports in accordance with Government Auditing Standards (GAS) as related to the financial statement audit.

[Back to Report Home]	
<div>General Info Audit Info Federal Awards Federal Award Audit Findings Additional EINs Additional DUNS Secondary Auditors Finalize</div>	
All fields are required.	
<div>Save</div>	
Part II: FINANCIAL STATEMENTS (To be completed by auditor) Report ID: 801298 Version: 1	
1. Type of audit report Mark either: <input type="checkbox"/> Unmodified opinion OR Any combination of: <input type="checkbox"/> Qualified opinion <input type="checkbox"/> Adverse opinion <input type="checkbox"/> Disclaimer of opinion	
2. Is a "going concern" emphasis-of-matter paragraph included in the audit report? <input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Is a significant deficiency disclosed? <input type="radio"/> Yes <input checked="" type="radio"/> No	
4. Is a material weakness disclosed? <input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Is a material noncompliance disclosed? <input type="radio"/> Yes <input checked="" type="radio"/> No	

3.5.2 Federal Programs

The auditor completes the Federal Programs portion of the form (Part III).

Part III: FEDERAL PROGRAMS (To be completed by auditor)
<p>1. Does the auditor's report include a statement that the auditee's financial statements include departments, agencies, or other organizational units expending \$500,000 or more in Federal awards that have separate A-133 audits which are not included in this audit? (AICPA Audit Guide, Chapter 12)</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>2. What is the dollar threshold to distinguish Type A and Type B programs? (OMB Circular A-133 § 520(b))</p> <p>\$ <input type="text"/> .00</p>
<p>3. Did the auditee qualify as a low-risk auditee? (§ 530)</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>4. Were Prior Audit Findings related to direct funding shown in the Summary Schedule of Prior Audit Findings? (§ 315(b))</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>5. Indicate which Federal agency(ies) have current year audit findings related to direct funding or prior audit findings shown in the Summary Schedule of Prior Audit Findings related to direct funding. (Check all that apply or None)</p> <div style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> 00 - None</p> <p><input type="checkbox"/> 01 - African Development Foundation</p> <p><input type="checkbox"/> 23 - Appalachian Regional Commission</p> <p><input type="checkbox"/> 88 - Architectural & Transportation Barriers Compliance Board</p> <p><input type="checkbox"/> 29 - Commission on Civil Rights</p> <p><input type="checkbox"/> 78 - Commodity Futures Trading Commission</p> <p><input type="checkbox"/> 87 - Consumer Product Safety Commission</p> <p><input type="checkbox"/> 94 - Corporation for National and Community Service</p> </div>
<p>Save</p>
<p>If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via e-mail or call 1-800-253-0696.</p>

Item 1 – Does the auditor's report include a statement that the auditee's financial statements include departments, agencies, or other organizational units expending \$500,000 or more in Federal awards that have separate A-133 audits which are not included in this audit? (AICPA Audit Guide, Chapter 12)

According to the American Institute of CPAs (AICPA) Audit Guide "Government Auditing Standards and Circular A-133 Audits", if the audit of Federal awards did not encompass the entirety of the auditee's operations expending Federal awards, identify the operations that are not included in a separate paragraph following the first paragraph of the report on major programs.

Select **Yes** or **No** to indicate the presence of such a paragraph for any departments, agencies or other organizational units not included in the audit, which expended \$500,000 or more in Federal awards during the fiscal period.

Item 2 – What is the dollar threshold to distinguish Type A and Type B programs? (OMB Circular A-133 §__.520(b))

Enter the dollar threshold used to distinguish between Type A and Type B programs as defined in §__.520(b) of the Circular. The dollar threshold must be \$300,000 or higher; round to the nearest whole dollar.

2. What is the dollar threshold to distinguish Type A and Type B programs? (OMB Circular A-133 §__.520(b))
\$.00

Item 3 – Did the auditee qualify as a low-risk auditee? (§__.530)

Select **Yes** or **No** to indicate if the auditee qualifies as a low-risk auditee.

3. Did the auditee qualify as a low-risk auditee? (§__.530)
☐ Yes ☐ No

Item 4 –Were Prior Audit Findings related to direct funding shown in the Summary Schedule of Prior Audit Findings? (§__.315(b))

Select **Yes** or **No** to indicate if the Summary Schedule of Prior Audit Findings reports the status of any audit findings relating to direct Federal awards expended. If yes, identify the Federal agency(ies) with prior direct findings in Part III, Item 8.

7. Were Prior Audit Findings related to direct funding shown in the Summary Schedule of Prior Audit Findings? (§__.315(b))
☐ Yes ☐ No

Item 5– Indicate which Federal agency(ies) have current year audit findings related to direct funding or prior audit findings shown in the Summary Schedule of Prior Audit Findings related to direct funding. (Check all that apply or *None*)

Select the applicable agency(ies). A Federal agency needs to be marked only if the Schedule of Findings and Questioned Costs indicate audit findings relating to Federal awards that the awarding agency provided directly OR if the Summary Schedule of Prior Audit Findings reports the status of any audit findings relating to Federal awards that the Federal awarding agency provided directly.

8. Indicate which Federal agency(ies) have current year audit findings related to direct funding or prior audit findings shown in the Summary Schedule of Prior Audit Findings related to direct funding. (Check all that apply or *None*)

- ☐ 00 - None
- ☐ 01 - African Development Foundation
- ☐ 23 - Appalachian Regional Commission
- ☐ 88 - Architectural & Transportation Barriers Compliance Board
- ☐ 13 - Central Intelligence Agency
- ☐ 29 - Commission on Civil Rights
- ☐ 78 - Commodity Futures Trading Commission
- ☐ 87 - Consumer Product Safety Commission

Note: Some Federal agencies use the same Catalog of Federal Domestic Assistance (CFDA) prefixes. Use the CFDA prefix used on the Federal award application. If the auditor found audit finding(s) for a direct award, identify the specific Federal agency to which the FAC is required to distribute audit copies.

The Federal cognizant agency for audit list is located on the FAC website's reference page⁶.

3.6 Federal Awards Tab

The auditor completes this portion of the form. There are two ways to enter Federal Awards: 1) manual entry - entering one award one at a time, or 2) upload a spreadsheet - adding multiple awards at a time.

General Info | Audit Info | **Federal Awards** | Federal Award Audit Findings | Additional EINs | Additional DUNS | Secondary Auditors | Finalize

Federal Awards Report ID: 800801 Version: 1

[\[Hide/Show Instructions\]](#)

Option 1: Enter federal awards one at a time

1. Click Enter Federal Award button.

Option 2: Add multiple federal awards using template

1. Download template by clicking the Download Federal Awards Template button.
2. Complete template and save on your computer.
3. Upload template by clicking the Upload Federal Awards Template button.

Enter Federal Award Download Federal Awards Template Upload Federal Awards Template

3.6.1 Adding Federal Awards One at a Time

Follow this procedure for manually entering one federal award at a time:

1. Click the **Enter Federal Award** button.

General Info | Audit Info | **Federal Awards** | Federal A

Federal Awards

Option 1: Enter federal awards one at a time

1. Click Enter Federal Award button.

Enter Federal Award

2. Select the CFDA Federal Agency Prefix.

Federal Award Details

Federal Agency Prefix¹ Extension²

Federal Program Name

⁶ <http://harvester.census.gov/fac/dissemin/reports2.html>

3. Type the CFDA Extension.

Federal Award Details	
Federal Agency Prefix ¹	Extension ²
Federal Program Name	

4. Type the Federal Program Name.

In addition to the name of the Federal program, the name of the pass-through entity and the identifying number assigned to the pass-through entity can also be included in this field. Maximum character length for this field is 74, so please abbreviate if necessary.

Federal Award Details	
Federal Agency Prefix ¹	Extension ²
Federal Program Name	

5. Enter the Amount Expended. (Note: Use whole dollars. No commas, decimals or letters)

Federal Award Details					
Federal Agency Prefix ¹	Extension ²				
Federal Program Name					
Amount Expended	R & D	Loan/Loan Guarantees	ARRA ³	Direct Award	Major Program (M
				Save	Add Another Award

6. The following five fields require a selection of either **Y** for Yes or **N** for No.

Federal Award Details					
Federal Agency Prefix ¹	Extension ²				
Federal Program Name					
Amount Expended	R & D	Loan/Loan Guarantees	ARRA ³	Direct Award	Major Program (MP)
				Save	Add Another Award

R&D: select **Y** or **N** to indicate whether the Federal Award pertains to Research & Development

Loan & Loan Guarantee: select **Y** or **N** to indicate whether the Federal Award pertains to a Loan or a Loan Guarantee.

ARRA: select **Y** or **N** to indicate whether the Federal Award pertains to American Recovery and Reinvestment Act of 2009 (ARRA) funds

Direct Award: select **Y** or **N** to indicate whether the Federal Award is a Direct Award

Major Program (MP): select **Y** or **N** to indicate whether the Federal Award is a Major Program

7. If the Federal Award is a Major Program, select the type of audit report from the drop down menu.

The screenshot shows a web form for the IDES system. At the top right, it says 'Report ID: 579048 Versi'. Below this is a section with several dropdown menus and text boxes. The dropdown menus are labeled 'Loan Guarantees', 'ARRA³', 'Direct Award', 'Major Program (MP)', and 'If Yes (MP), Type of Audit Report⁴'. The 'If Yes (MP), Type of Audit Report⁴' dropdown menu is highlighted with a red box, and its options are visible: 'U', 'Q', 'A', and 'D'. Below the dropdown menus are two buttons: 'Save' and 'Add Another Award'. At the bottom left, there is a small text label 'enter two-digit prefixes'.

U = Unmodified opinion, Q = Qualified opinion, A = Adverse opinion, D = Disclaimer of opinion

8. Enter the number of findings for Federal award. If there are no findings, enter the number zero.

Report ID: 579048 Versi

Extension²

Loan/Loan Guarantees	ARRA ³	Direct Award	Major Program (MP)	If Yes (MP), Type of Audit Report	Number of Audit Findings

Save Add Another Award

U
Q
A
D

Federal Agency two-digit prefixes

9. Verify that all entries are correct and click the **Save** button.
10. Click the **Add Another Award** button to clear the values and enter another award by repeating the procedure above. If you are finished entering data on this page, select the **Back to Federal Awards** link to return to the Federal Awards page.

Submission Form - Federal Award Details

[Back to Federal Awards]

Federal Award Details Report ID: 800801

Federal Agency Prefix¹ Extension²

Federal Program Name

Amount Expended	R & D	Loan/Loan Guarantees	ARRA ³	Direct Award	Major Program (MP)	If yes (MP), type of audit report ⁴	Number of Findings

Save Add Another Award

3.6.2 Adding Multiple Federal Awards Using a Template

Respondents with any number of program lines can choose to upload Federal Award data. Entities that have more than 80 lines must use the upload feature. Once performed, you may not add additional rows to the display page. If additional rows are necessary, make changes to the spreadsheet and perform the upload procedure again.

The FAC has provided a template to assist you in uploading data into Form SF-SAC. The template contains all of the necessary header information, edit checks and appropriate drop down answers.

Follow this procedure to add multiple federal awards at a time using the Federal Awards template:

(Field sizes for the Federal Awards template)

Column Name	Column Size
CFDA Prefix	2
Extension	50
Federal Program Name	74
Amount Expended	
R&D	1
Loan/Loan Guarantee	1
ARRA	1
Direct Award	1
Major Program (MP)	1
If yes (MP), type of audit report	1
Number of Audit Findings	

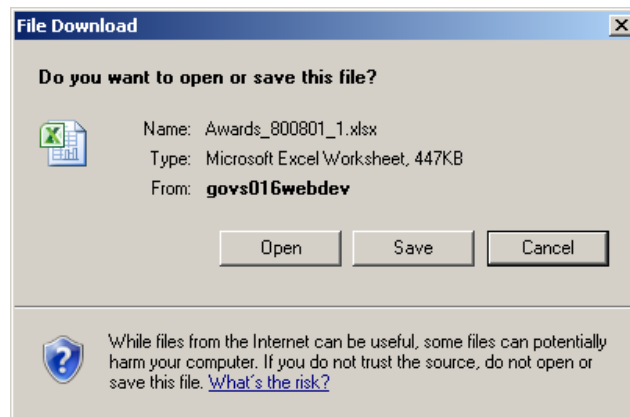
1. Click the **Download Federal Awards Template** button.

The screenshot shows a web interface with a navigation bar at the top containing tabs: "d Audit Findings", "Additional EINs", "Additional DUNS", "Secondary Auditors", and "Finalize". Below the navigation bar, the text "Report ID: 8004" is visible. A link "[Hide/Show Instructions]" is present. Under the heading "Option 2: Add multiple federal awards using template", there is a list of three steps:

1. Download template by clicking the **Download Federal Awards Template** button.
2. Complete template and save on your computer.
3. Upload template by clicking the **Upload Federal Awards Template** button.

 At the bottom of the interface, there are two buttons: "Download Federal Awards Template" and "Upload Federal Awards Template". The "Download Federal Awards Template" button is circled in red.

- The File Download window will pop up. Select Open to view the Microsoft Excel template.



- Fill out a separate row on the spreadsheet for each award. Refer to Section 3.6.1 (steps 2-10) for the value descriptions for each of the columns.

The first three columns consist of:

Federal Agency Prefix	Extension	Federal Program Name

The last eight columns consist of:

	Amount Expended	R & D	Loan / Loan Guarantee	ARRA	Direct Award	Major Program (MP)	If yes (MP), type of audit report	Number of Audit Findings

- Once all rows have been filled in completely, save the template to your computer using the following naming convention: "Awards_[report id]_[version number].xlsx"

For example, "Awards_999999_1.xlsx"

5. Return to the Federal Awards tab and click the **Upload Federal Awards Template** button to upload the template.

General Info Audit Info **Federal Awards** Federal Award Audit Findings Additional EINs Additional DUNS Secondary Auditors Finalize

Federal Awards Report ID: 80080

[\[Hide/Show Instructions\]](#)

Option 1: Enter federal awards one at a time

Option 2: Add multiple federal awards using template

1. Click Enter Federal Award button.

1. Download template by clicking the Download Federal Awards Template button.
2. Complete template and save on your computer.
3. Upload template by clicking the Upload Federal Awards Template button.

Enter Federal Award Download Federal Awards Template **Upload Federal Awards Template**

6. Click the **Browse** button to search for the spreadsheet that you just saved to your computer. Select the filename and click the **Open** button.

Submission Form - Federal Awards Upload

Choose File to Upload

Look in: My Computer

(C:) Local Disk

My Recent Documents Desktop My Documents My Computer My Network Places

File name: Files of type: All Files (*.*)

Open Cancel

Report ID: 800774 Versi

ederal Awards Template button, your browser will transmit

Browse...

7. Click the **Upload Federal Awards Template** button.

Upload Federal Awards Template

Use the Browse button to select a file from your local disk drive. When you click the Upload Federal Awards Template button, the file will be uploaded to our web server.

Enter Filename: C:\FACIDES\Awards_11312013 Browse...

Back **Upload Federal Awards Template**

8. After clicking the **Upload Federal Awards Template** button, the system validates the entry. If the spreadsheet has errors such as no records, blank rows or rows missing data, the system displays an error message with suggestions for correction.
9. Once validation passes, the system returns to the Federal Awards page. All entered awards display at the bottom of the page and are editable. Click the **Edit** link (last column) to modify the award details or to enter findings.

Submission Form - Federal Awards

[\[Back to Report Home \]](#)

General Info	Audit Info	Federal Awards	Federal Award Audit Findings	Additional EINs	Additional DUNS	Secondary Auditors	Finalize
--------------	------------	----------------	------------------------------	-----------------	-----------------	--------------------	----------

Federal Awards Report ID: 801298 Version: 1

[\[Hide/Show Instructions\]](#)

Option 1: Enter federal awards one at a time

1. Click Enter Federal Award button.

Option 2: Add multiple federal awards using template

1. Download template by clicking the Download Federal Awards Template button.
2. Complete template and save on your computer.
3. Upload template by clicking the Upload Federal Awards Template button.

Enter Federal Award

Download Federal Awards Template

Upload Federal Awards Template

Federal Agency Prefix	Extension	Federal Program Name	Amount Expended	R&D	Loan/Loan Guarantee	ARRA	Direct Award	Major Program (MP)	If yes (MP), type of audit report	Number of Audit Findings	
11	145	DOC TEST	\$500,000	Y	Y	N	Y	Y	U	2	Edit

Total Federal Awards Expended (calculated): \$500,000

If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 1-800-253-0696.

10. Individual awards can be edited. However, if you need to add additional Federal Award data after performing the upload, you must add that information to the spreadsheet and perform the upload procedure again. This will cause any data previously entered on the Federal Awards tab to be overwritten.

3.7 Federal Award Audit Findings Tab

This tab is only necessary if audit findings were indicated on Federal programs from the Federal Awards tab.

The auditor completes this portion of the form. There are two ways to enter Federal Award Audit Findings: 1) manual entry - entering one audit finding at a time, or 2) upload a spreadsheet - adding multiple findings at a time.

3.7.1 Entering Federal Award Audit Findings one at a time

Follow this procedure to enter the Federal Award Audit Findings information one at a time.

The Federal Agency Prefix, CFDA Extension, and the Federal Program Name will auto-fill from the Federal Awards tab.

Submission Form - Federal Award Audit Findings

[\[Back to Report Home \]](#)

General Info	Audit Info	Federal Awards	Federal Award Audit Findings	Additional EINs	Additional DUNS	Secondary Auditors	Finalize
--------------	------------	----------------	------------------------------	-----------------	-----------------	--------------------	----------

Federal Award Findings Report ID: 579048 Version: 1

[\[Hide/Show Instructions\]](#)

Option 1:

1. Enter findings one at a time by selecting "Edit" at the end of each row.

Option 2: Add multiple findings using template

1. Download template by clicking the **Download Findings Template** button.

2. Complete template and save on your computer.

3. Upload template by clicking the **Upload Findings Template** button.

Forgot a finding?

Click **Add Findings** button below to add any NEW findings not in the grid.

Download Findings Template
Upload Findings Template
Add Findings

Federal Agency Prefix	Extension	Federal Program Name	Audit Finding Reference Number	Type(s) of Compliance Requirement (s)	Modified Opinion	Other Matters	Material Weakness	Significant Deficiency	Other Findings	Questioned Costs	
11	145	DOC TEST									Edit
11	145	DOC TEST									Edit

If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 1-800-253-0696.

1. Click the **Edit** link (last column) of a federal award to enter findings.
2. Confirm that the Federal Program is the one you want to edit by reading the information at the top of the page. If not, click the **Back to Federal Award Audit Findings** link at the top of the page.
3. Enter the Type of Finding Reference number for the Federal Award. For FY 2013, it is requested auditors follow the format of YYYY-###, however it is not required. Whatever format you choose the audit must match.

Audit Finding Reference Number

4. Enter the Compliance Requirements. Refer to Section 3.8 for the list of Compliance Requirements. Note: Beginning in FY 2013, audits no longer accept **O** as an acceptable Compliance Requirement. **ENTER LETTERS ONLY IF ENTERING MORE THAN ONE LETTER. DO NOT SEPARATE WITH COMMAS OR DASHES.**

Type(s) of Compliance Requirement(s) <input type="text"/>	
-----------------------------------------------------------	-------------------------------------------------------------------------------------

5. The following six fields require a selection of either **Y** for Yes or **N** for No.

Compliance Findings		Internal Control Findings			
Modified Opinion	Other Matters	Material Weakness	Significant Deficiency	Other Findings	Questioned Costs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Modified Opinion: Select **Y** or **N** if the auditor identified the finding in the Report on Compliance for each Major Federal Program as the basis for a Modified Opinion.

Other Matters: Select **Y** or **N** if the auditor identified the finding in the Report on Compliance for each Major Federal Program as the basis for Other Matters.

Material Weakness: Select **Y** or **N** if the auditor identified the finding in the Report on Internal Control over Compliance as a Material Weakness.

Significant Deficiency: Select **Y** or **N** if the auditor identified the finding in the Report on Internal Control over Compliance as a Significant Deficiency.

Other Findings: Select **Y** or **N** if there are no Compliance Findings or Internal Control Findings. If the Auditor marked “**N**” in all four columns, mark “**Y**” to indicate Other Findings.

Questioned Costs: Select **Y** or **N** if the Federal award had questioned costs.

The 9 valid combinations allowed are:

Modified Opinion	Other Matters	Material Weakness	Significant Deficiency	Other Findings
Y	N	N	N	N
Y	N	Y	N	N
Y	N	N	Y	N
N	Y	N	N	N
N	Y	Y	N	N
N	Y	N	Y	N
N	N	Y	N	N
N	N	N	Y	N
N	N	N	N	Y

3.7.2 Adding Multiple Federal Awards Audit Findings Using a Template

Respondents with any number of program lines can choose to upload Federal Award Audit Findings data. Entities that have more than 80 lines must use the upload feature. Once performed, you may not add additional rows to the display page. If additional rows are necessary, make changes to the spreadsheet and perform the upload procedure again.

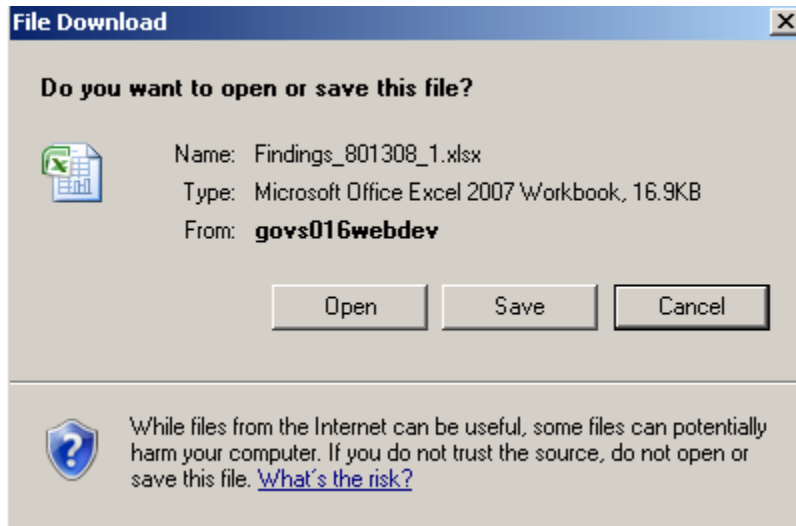
The FAC has provided a template to assist you in uploading data into Form SF-SAC. The template contains all of the necessary header information, edit checks and appropriate drop down answers.

Follow this procedure to add multiple federal awards at a time using the Federal Awards Findings template.

(Field Sizes for the Federal Awards Audit Findings template)

Column Name	Column Size
Audit Finding Reference Number	100
Type(s) of Compliance Requirement(s)	16
MODIFIEDOPINION	1
OTHERNONCOMPLIANCE	1
MATERIALWEAKNESS	1
SIGNIFICANTDEFICIENCY	1
OTHERFINDINGS	1
QCOSTS	1

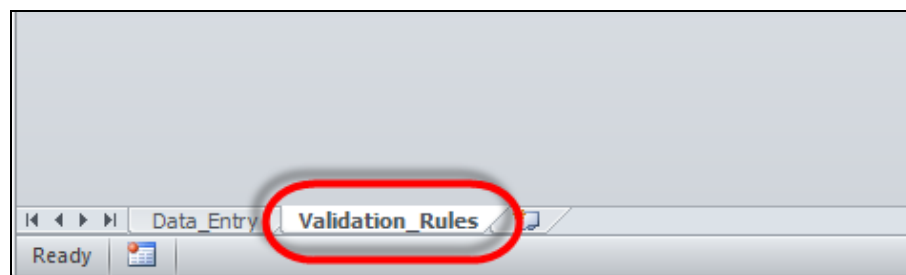
1. Click the **Download Findings Template** button.
2. The File Download window will pop up. Select **Open** to view the Microsoft Excel template.



- Fill out a separate row on the spreadsheet for each award. The Federal Agency Prefix and Extension will auto-fill from the Federal Awards tab. Refer to Section 3.6.1 (steps 2-5) for the value descriptions for each of the columns.

	C	D	F	G	H	I	J	K	L	M
	Federal Agency Prefix	Extension	Audit Finding Reference Number	Type(s) of Compliance Requirement(s)	Modified Opinion	Other Matters	Material Weakness	Significant Deficiency	Other Findings	Questioned Costs
1										
2	11	145								
3	11	145								
4	11	145								
5	11	145								
6	11	145								
7	11	145								
8	11	145								
9	11	145								
10	11	145								

The 9 valid combinations can be found on the second tab of the Excel spreadsheet.



- Once all rows have been filled in completely, save the template to your computer using the following naming convention: "Findings_[report id]_[version number].xlsx"

For example, "Findings_999999_1.xlsx"

5. Return to the Federal Awards Findings tab and click the **Upload Findings Template** button to upload the template.
6. Click the **Browse** button to search for the spreadsheet that you just saved to your computer. Select the filename and click the **Open** button.

Submission Form - Federal Award Audit Findings Upload

Upload Audit Findings Template Report ID: 579049 Version: 1

Use the **Browse** button to select a file from your local disk drive. When you click the **Upload Findings Template** button, your browser will transmit the file to our web server.

Enter Filename: **Browse...**

Back **Upload Findings Template**

7. Click the **Upload Findings Template** button.

Submission Form - Federal Award Audit Findings Upload

Upload Audit Findings Template Report ID: 579049 Version: 1

Use the **Browse** button to select a file from your local disk drive. When you click the **Upload Findings Template** button, your browser will transmit the file to our web server.

Enter Filename: C:\FACIDES\Findings_801308_1(1) **Browse...**

Back **Upload Findings Template**

8. After clicking the **Upload Findings Template** button, the system validates the entry. If the spreadsheet has errors such as no records, blank rows or rows missing data, the system displays an error message with suggestions for correction.
9. Once validation passes, the system returns to the Federal Awards page. All entered awards display at the bottom of the page and are editable. Click the **Edit** link (last column) to modify the award details or to enter findings.

Submission Form - Federal Award Audit Findings											
[Back to Report Home]											
General Info	Audit Info	Federal Awards	Federal Award Audit Findings	Additional EINs	Additional DUNS	Secondary Auditors	Finalize				
Federal Award Findings								Report ID: 579049 Version: 1			
[Hide/Show Instructions]											
Option 1:			Option 2: Add multiple findings using template					Forgot a finding?			
1. Enter findings one at a time by selecting "Edit" at the end of each row.			1. Download template by clicking the Download Findings Template button. 2. Complete template and save on your computer. 3. Upload template by clicking the Upload Findings Template button.					Click Add Findings button below to add any NEW findings not in the grid.			
Download Findings Template			Upload Findings Template					Add Findings			
Federal Agency Prefix	Extension	Federal Program Name	Audit Finding Reference Number	Type(s) of Compliance Requirement (s)	Modified Opinion	Other Matters	Material Weakness	Significant Deficiency	Other Findings	Questioned Costs	
95	145	TEST	2013-001	A	Y	N	N	N	N	N	Edit
95	145	TEST	2013-002	B	Y	N	Y	N	N	N	Edit

10. Individual awards can be edited. However, if you need to add additional Federal Award Findings data after performing the upload, you must add that information to the spreadsheet and perform the upload procedure again. This will cause any data previously entered on the Federal Awards Findings tab to be overwritten.

3.8 Compliance Requirements

The following is the list of compliance requirements. Refer to this list while entering compliance requirements on Form SF-SAC:

- A. Activities allowed or unallowed
- B. Allowable costs/costs principles
- C. Cash management
- D. Davis-Bacon Act
- E. Eligibility
- F. Equipment and real property management
- G. Matching, level of effort, earmarking
- H. Period of availability of Federal funds
- I. Procurement and suspension and debarment
- J. Program income
- K. Real property acquisition and relocation assistance
- L. Reporting
- M. Subrecipient monitoring
- N. Special tests and provision

O. None***Not valid for FY 2013. This is only to be used on forms FY2008-FY2012

P. Other

3.9 Additional EINs Tab

If there are additional EINs associated with a report, you must list them under the Additional EINs tab. Enter EINs either manually or through the provided template.

General Info | Audit Info | Federal Awards | Federal Award Audit Findings | **Additional EINs** | Additional DUNS | Secondary Auditors | Finalize

Download EIN Template | Upload EIN Template

Additional EINs Report ID:

Option 1: Add EINs one at a time
To key in additional EINs individually, type in the number in the boxes on the right and click the Save button.

Option 2: Add Multiple EINs using template

1. Download the template by clicking on the Download EIN Template button above.
2. Complete the template and save it on your computer.
3. Upload the template by clicking on the Upload EIN Template button above.

Save Delete

3.9.1 Adding EINs Manually

Follow this procedure to add additional EINs manually:

1. Type each additional EIN individually in the provided fields and click the **Save** button.

General Info | Audit Info | Federal Awards | Federal Award Audit Findings | **Additional EINs** | Additional DUNS | Seco

Download EIN Template | Upload EIN Template

Additional EINs

Option 1: Add EINs one at a time
To key in additional EINs individually, type in the number in the boxes on the right and click the Save button.

Option 2: Add Multiple EINs using template

1. Download the template by clicking on the Download EIN Template button above.
2. Complete the template and save it on your computer.
3. Upload the template by clicking on the Upload EIN Template button above.

99 - 9999999 Save Delete

2. Each entered EIN will appear on the left hand side of the page.

General Info | Audit Info | Federal Awards | Federal Award Audit Findings | **Additional EINs** | Additional DUNS | Seco

Download EIN Template | Upload EIN Template

Additional EINs

Click on an EIN number to edit it.

EIN
88-8888888
99-9999999

Save | Delete

3. To remove or delete an EIN, select it from the list in the left panel. It will highlight in yellow and the number will appear in the field. Click the **Delete** button.

General Info | Audit Info | Federal Awards | Federal Award Audit Findings | **Additional EINs** | Additional DUNS | Secondary Auditors | Finalize

Download EIN Template | Upload EIN Template

Additional EINs | Report ID

Click on an EIN number to edit it.

EIN
88-8888888
99-9999999

88 - 8888888

Update | **Delete**

4. A message pop-up window will appear. Select the **OK** button to continue or the **Cancel** button to stop the deletion process.

Message from webpage

Are you sure you wish to delete this EIN?

OK | Cancel

3.9.2 Adding Multiple EINs Using a Template

Follow this procedure to add additional EINs using the EIN template:

1. Click the **Download EIN Template** button to retrieve the template.

General Info	Audit Info	Federal Awards	Federal Award Audit Findings	Additional EINs	Additional DUNS	Secondary Auditors	Finalize
--------------	------------	----------------	------------------------------	------------------------	-----------------	--------------------	----------

Download EIN Template
Upload EIN Template

Additional EINs Report ID

Option 1: Add EINs one at a time
To key in additional EINs individually, type in the number in the boxes on the right and click the **Save** button.

Option 2: Add Multiple EINs using template

- Download the template by clicking on the **Download EIN Template** button above.
- Complete the template and save it on your computer.
- Upload the template by clicking on the **Upload EIN Template** button above.

-

Save
Delete

- Complete the template and save it to your computer.
- Upload the template by clicking the **Upload EIN Template** button.

General Info	Audit Info	Federal Awards	Federal Award Audit Findings	Additional EINs	Additional DUNS	Secondary Auditors	Finalize
--------------	------------	----------------	------------------------------	------------------------	-----------------	--------------------	----------

Download EIN Template
Upload EIN Template

Additional EINs Report ID

Option 1: Add EINs one at a time
To key in additional EINs individually, type in the number in the boxes on the right and click the **Save** button.

Option 2: Add Multiple EINs using template

- Download the template by clicking on the **Download EIN Template** button above.
- Complete the template and save it on your computer.
- Upload the template by clicking on the **Upload EIN Template** button above.

-

Save
Delete

- Each entered EIN will appear on the left hand side of the page.

General Info	Audit Info	Federal Awards	Federal Award Audit Findings	Additional EINs	Additional DUNS	Seco
--------------	------------	----------------	------------------------------	------------------------	-----------------	------

Download EIN Template
Upload EIN Template

Additional EINs

Click on an EIN number to edit it.

EIN
88-8888888
99-9999999

-

Save
Delete

- To remove or delete an EIN, follow steps 3 - 4 in Section 3.9.1.
- Individual EINs can be edited. However, if you need to add additional data after performing the upload, you must add that information to the spreadsheet and perform the

upload procedure again. This will cause any data previously entered on the Federal Awards tab to be overwritten.

3.10 Additional DUNS Tab

If there are additional DUNS associated with a report, list them under the Additional DUNS tab. DUNS, like EINs, can be entered either manually or through the provided template.

General Info | Audit Info | Federal Awards | Federal Award Audit Findings | Additional EINs | **Additional DUNS** | Secondary Auditors | Finalize

Download DUNS Template | Upload DUNS Template

Additional DUNS Report ID:

Option 1: Add DUNS one at a time
To key in additional DUNS individually, type in the number in the boxes on the right and click the Save button.

Option 2: Add multiple DUNS using template

1. Download the template by clicking on the **Download DUNS Template** button above.
2. Complete the template and save it on your computer.
3. Upload the template by clicking on the **Upload DUNS Template** button above.

Save Delete

3.10.1 Adding DUNS Manually

Follow this procedure to add additional DUNS manually:

1. Type each additional DUNS individually in the provided fields and click the **Save** button.

General Info | Audit Info | Federal Awards | Federal Award Audit Findings | Additional EINs | **Additional DUNS** | Secondary Auditors | Finalize

Download DUNS Template | Upload DUNS Template

Additional DUNS

Option 1: Add DUNS one at a time
To key in additional DUNS individually, type in the number in the boxes on the right and click the Save button.

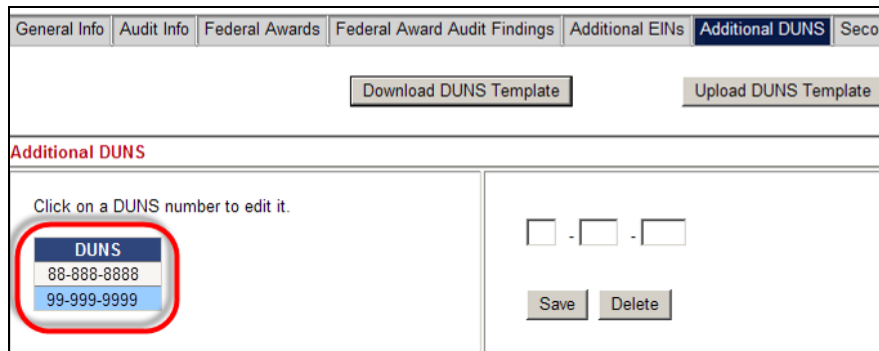
Option 2: Add multiple DUNS using template

1. Download the template by clicking on the **Download DUNS Template** button above.
2. Complete the template and save it on your computer.
3. Upload the template by clicking on the **Upload DUNS Template** button above.

88 - 88 - 8888

Save Delete

2. Each entered DUNS will appear on the left hand side of the page.



General Info | Audit Info | Federal Awards | Federal Award Audit Findings | Additional EINs | **Additional DUNS** | Secor

Download DUNS Template | Upload DUNS Template

Additional DUNS

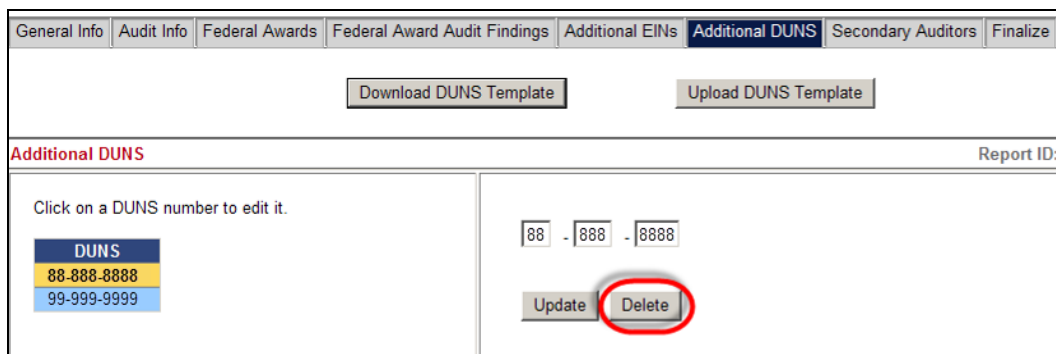
Click on a DUNS number to edit it.

DUNS
88-888-8888
99-999-9999

- -

Save | Delete

3. To remove or delete a DUNS, select it from the list in the left panel. It will highlight in yellow and the number will appear in the field. Click the **Delete** button.



General Info | Audit Info | Federal Awards | Federal Award Audit Findings | Additional EINs | **Additional DUNS** | Secondary Auditors | Finalize

Download DUNS Template | Upload DUNS Template

Additional DUNS Report ID:

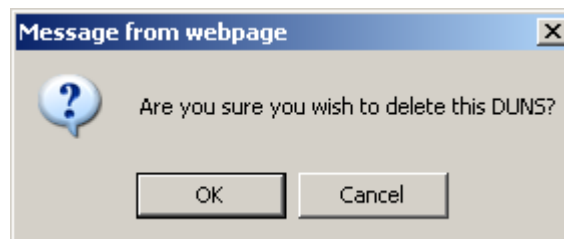
Click on a DUNS number to edit it.

DUNS
88-888-8888
99-999-9999

88 - 888 - 8888

Update | **Delete**

4. A message pop-up window will appear. Select the **OK** button to continue or the **Cancel** button to stop the deletion process.



Message from webpage

Are you sure you wish to delete this DUNS?

OK | Cancel

3.10.2 Adding Multiple DUNS Using a Template

Follow this procedure to add additional DUNS using the DUNS template:

1. Click the **Download DUNS Template** button to retrieve the template.

The screenshot shows the 'Additional DUNS' tab selected in the top navigation bar. Below the navigation bar, there are two buttons: 'Download DUNS Template' and 'Upload DUNS Template'. The 'Download DUNS Template' button is circled in red. Below the buttons, the 'Additional DUNS' section is visible, containing two options: 'Option 1: Add DUNS one at a time' and 'Option 2: Add multiple DUNS using template'. Option 2 includes a numbered list of steps: 1. Download the template by clicking on the Download DUNS Template button above. 2. Complete the template and save it on your computer. 3. Upload the template by clicking on the Upload DUNS Template button above. To the right of the options, there are three input boxes separated by dashes, and 'Save' and 'Delete' buttons.

2. Complete the template and save it to your computer.
3. Upload the template by clicking the **Upload DUNS Template** button.

The screenshot shows the 'Additional DUNS' tab selected in the top navigation bar. Below the navigation bar, there are two buttons: 'Download DUNS Template' and 'Upload DUNS Template'. The 'Upload DUNS Template' button is circled in red. Below the buttons, the 'Additional DUNS' section is visible, containing two options: 'Option 1: Add DUNS one at a time' and 'Option 2: Add multiple DUNS using template'. Option 2 includes a numbered list of steps: 1. Download the template by clicking on the Download DUNS Template button above. 2. Complete the template and save it on your computer. 3. Upload the template by clicking on the Upload DUNS Template button above. To the right of the options, there are three input boxes separated by dashes, and 'Save' and 'Delete' buttons.

4. Each entered DUNS will appear on the left hand side of the page.

5. To remove or delete a DUNS, follow steps 3 - 4 in Section 3.10.1.
6. Individual DUNS can be edited. However, if you need to add additional data after performing the upload, you must add that information to the spreadsheet and perform the upload procedure again. This will cause any data previously entered on the DUNS tab to be overwritten.

3.11 Secondary Auditors Tab

If there are additional auditors who worked on the audit, add them under the Secondary Auditors tab. You may add a maximum of twelve auditors. Please note, these auditors do not certify any portion of the Single Audit Reporting package.

1. To add a secondary auditor, click the **Add Secondary Auditor** button.

2. Fill in the Secondary Auditor Details completely, and click the **Save** button. Once you are finished inputting the Secondary Auditors Data proceed to the Finalize tab.

Secondary Auditor Details

Auditor Firm Name

Auditor EIN -

Auditor Address (number and street)

City

State

ZIP Code -

Contact Name

Contact Title

Contact Phone () -

Contact Fax () -

Contact E-mail

Save **Cancel** **Add Another Secondary Auditor**

3.12 Finalize Tab


The new IDES system provides a validation program that automatically checks Form SF-SAC for errors or inconsistencies.

General Info | Audit Info | Federal Awards | Federal Award Audit Findings | Additional EINs | Additional DUNS | Secondary Auditors | **Finalize**

Check for Errors

1. To start the validation, click the **Check for Errors** button.
2. If there are any errors, the system will specify the page on which the error(s) occurred and the corrective action needed.

General Info | Audit Info | Federal Awards | Federal Award Audit Findings | Additional EINs | Additional DUNS | Secondary Auditors | **Finalize**


 **Found the following errors:**

- **Audit Info:** Please select a response for type of audit report.
- **Audit Info:** Please indicate whether or not a going concern paragraph is included in the audit report.
- **Audit Info:** Please indicate whether or not a significant deficiency is disclosed in the financial statements.
- **Audit Info:** Please indicate whether or not a material weakness is disclosed in the financial statements.
- **Audit Info:** Please indicate whether or not a material noncompliance is disclosed in the financial statements.
- **Audit Info:** Please indicate whether or not there are separate A-133 audits not included in this audit report.
- **Audit Info:** Please indicate whether or not the auditee qualified as a low-risk auditee.
- **Audit Info:** Please indicate whether or not prior audit findings related to direct funding were shown in the Summary Schedule of Prior Audit Findings.
- **Audit Info:** Please select at least one agency CFDA.
- **Federal Award:** There should be at least one major program in the report.
- **Federal Award Audit Findings:** Please select all the fields on the *Federal Award Audit Findings* page.
- **Secondary Auditors:** Please add secondary auditors.

Check for Errors
[Download Errors](#)

- If there are no errors, click the **Finalize** button, which locks the form and will advance you to the next step of uploading the audit.

Awards	Federal Award Audit Findings	Additional EINs	Additional DUNS	Secondary Auditors
--------	------------------------------	-----------------	-----------------	--------------------


The data collection form has passed all of the edits.

If you need to make any changes after finalizing, unlock the form from the *Report Home* page.

4.0 UPLOAD AND FINALIZE AUDIT REPORT

Starting in 2014 (2013 for audits with Cognizant), all PDFs must be text searchable, unencrypted and unlocked. If you fail to meet these requirements, your reporting package will NOT be accepted. Instructions on how to create an acceptable PDF are located on the Single Audit Reporting Package Upload page (the next screen after clicking the **STEP 2. Upload and Finalize Audit Report** button), as well as on the FAC website.

- From the Report Home page, click the **STEP 2. Upload and Finalize Audit Report** button.

TEST 2013 , 2013		Report ID: 801340 Version: 1		
<input checked="" type="checkbox"/> Audit Form	This page allows you to view submission status, as well as, complete submission steps for this single audit report.			
<input checked="" type="checkbox"/> Audit Report (PDF)		Completion Status	Completion Date/Time	Completed By (E-mail Address)
<input checked="" type="checkbox"/> Report Access	STEP 1. Enter and Finalize Form SF-SAC	✓	12/12/2013 4:37:13 PM	GOVS.FAC@CENSUS.GOV
Activate/Deactivate Report User	STEP 2. Upload and Finalize Audit Report	✗		
Update User Role	STEP 3a. Auditee Certification	✗		
Add User	STEP 3b. Auditor Certification	✗		
<input checked="" type="checkbox"/> Help	STEP 4. Submit to FAC for Processing	✗		

If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 1-800-253-0696.

- Read the important notice and compliant PDF instructions.

Single Audit Reporting Package Upload

[\[Back to Report Home \]](#)

IMPORTANT NOTICE

Soon, scanned image files of the A-133 reporting package will no longer be accepted.

Starting with 2014 fiscal year audits, PDFs must meet these requirements:

- Converted from an electronic document and text searchable
- Unencrypted
- Printing Allowed
- Content Copying Allowed

[Compliant PDF Instructions](#)

- Enter the **Starting PDF Page Number** for each of the components listed. If the component is not included in the audit, enter N/A in the field.

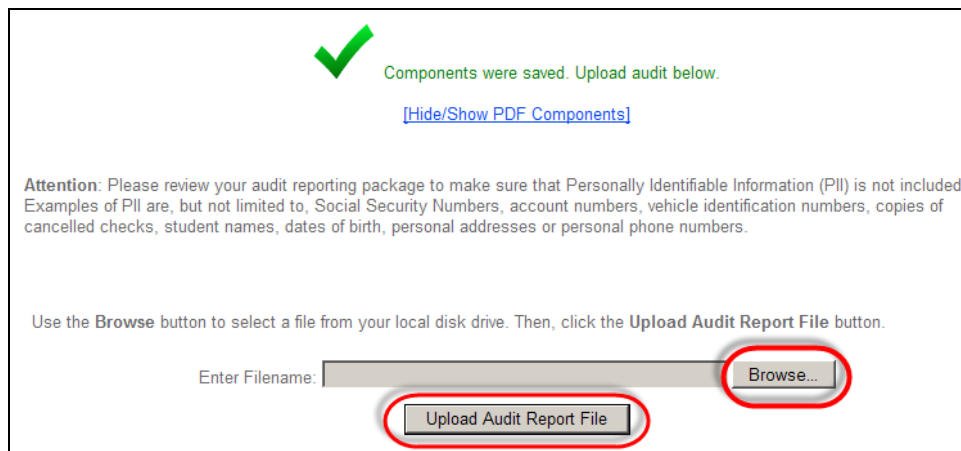
All components of the audit report package must be merged into a single PDF file.

Enter the starting PDF page number for each of the components listed below. Each required component on the checklist must have a numeric page number, unless otherwise noted below.

Starting PDF Page Number	Component
<input style="width: 100%;" type="text"/>	Financial Statement(s)§__ .310(a)
<input style="width: 100%;" type="text"/>	Opinion on Financial Statements§__ .505(a)
<input style="width: 100%;" type="text"/>	Schedule of Expenditures of Federal Awards§__ .310(b)
<input style="width: 100%;" type="text"/>	Opinion or Disclaimer of Opinion on Schedule of Federal Awards§__ .505(a)
<input style="width: 100%;" type="text"/>	A-133 Report on Internal Control§__ .505(b)
<input style="width: 100%;" type="text"/>	A-133 Report on Compliance§__ .505(c)
<input style="width: 100%;" type="text"/>	GAS Report on Internal Control§__ .505(b)
<input style="width: 100%;" type="text"/>	GAS Report on Compliance§__ .505(c)
<input style="width: 100%;" type="text"/>	Schedule of Findings and Questioned Costs§__ .505(d)
<input style="width: 100%;" type="text"/> *	Summary Schedule of Prior Audit Findings§__ .315(b) <small>Required if prior audit findings exist. If there are no prior audit findings, enter 'N/A'</small>
<input style="width: 100%;" type="text"/> **	Corrective Action Plan (if findings)§__ .315(c) <small>Required if findings exist.</small>

- Click the **Save** button.

- Click the **Browse** button to search for the PDF on your computer. Select the filename and click the **Open** button.



A screenshot of a web interface. At the top, a green checkmark is followed by the text "Components were saved. Upload audit below." and a blue link "[Hide/Show PDF Components]". Below this is an "Attention" warning about Personally Identifiable Information (PII). Further down, instructions state to use the "Browse" button to select a file. At the bottom, there is a text input field labeled "Enter Filename:" and two buttons: "Browse..." and "Upload Audit Report File". Both buttons are circled in red.

Components were saved. Upload audit below.
[\[Hide/Show PDF Components\]](#)

Attention: Please review your audit reporting package to make sure that Personally Identifiable Information (PII) is not included. Examples of PII are, but not limited to, Social Security Numbers, account numbers, vehicle identification numbers, copies of cancelled checks, student names, dates of birth, personal addresses or personal phone numbers.

Use the **Browse** button to select a file from your local disk drive. Then, click the **Upload Audit Report File** button.

Enter Filename:

- Click the **Upload Audit Report File** button.
- A window will pop up indicating that the audit report uploaded successfully.



- Close the window. You will be returned to the Report Home page. The applicable STEP 3 button will be activated (**STEP 3a. Auditee Certification** if you are the auditee or **STEP 3b. Auditor Certification** if you are the auditor. Follow the instructions listed below (Section 5.0; starting with step 4) to certify the report.

5.0 AUDITEE & AUDITOR CERTIFICATIONS

The new the IDES system no longer requires the use of signature codes when certifying the reporting package. Once the audit report upload is complete, the auditee and auditor will both receive an email notification stating that the certification process is ready for their action.


Please note, only one person can be in a report at any given time. If you attempt to access a report that is already in use by another user, you will receive an error notification.


Follow this procedure to certify the reporting package. These steps apply to both the auditee and the auditor:


- Once you receive notification that the single audit submission is ready for certification, log into the IDES site using your current e-mail address and password.


2. Click the **Continue/Certify** button.


Account Home	
<div>Continue/Certify (In-Progress Audits)</div>	<p><u>Continue/Certify</u> work on a single audit that was started but not submitted to the Federal Audit Clearinghouse.</p> <ul style="list-style-type: none"> • Certify, Finish, Submit, and Upload Single Audit. • Enter and exit the single audit report at any time and as many times as necessary to complete the submission.
<div>View (Submitted Audits)</div>	<p><u>View</u> information on a previously submitted single audit.</p> <ul style="list-style-type: none"> • Archive copies of previously submitted form SF-SACs or reporting packages.
<div>Start (New Audit)</div>	<p><u>Start</u> a new single audit submission.</p> <ul style="list-style-type: none"> • Each Report ID corresponds to one single audit. • Start a new report for each fiscal period.
<div>Revise (Submitted Audits)</div>	<p><u>Revise</u> information on a previously submitted single audit.</p> <ul style="list-style-type: none"> • Change information on a previously submitted form SF-SAC or upload a revised reporting package.


[Instructions](#)
[2009](#) | [2010-2012](#) | [2013](#)


[Checklist](#)
[2009](#) | [2010-2012](#) | [2013](#)


[FAQs](#)


[Reference](#)


[Federal Agency Contacts](#)

3. Click the **Select** link associated with the appropriate fiscal year and entity (last column).

Resume Submission					
[Back to Account Home]					
Report ID	Version	Auditee EIN	Auditee Name	Fiscal Year End Date	
800800	1	888888888	FEDERAL AUDIT CLEARINGHOUSE	07/25/2011	Select
800801	1	999999999	FEDERAL AUDIT CLEARINGHOUSE	09/30/2012	Select

4. If you are the auditee, click the **STEP 3a. Auditee Certification** button. If you are the auditor, click the **STEP 3b. Auditor Certification** button.

TEST 2013 , 2013 Report ID: 801340 Version: 1

Audit Form	This page allows you to view submission status, as well as, complete submission steps for this single audit report.			
Audit Report (PDF)		Completion Status	Completion Date/Time	Completed By (E-mail Address)
Report Access	STEP 1. Enter and Finalize Form SF-SAC	✓	12/12/2013 4:37:13 PM	GOVS.FAC@CENSUS.GOV
Activate/Deactivate Report User	STEP 2. Upload and Finalize Audit Report	✓	12/12/2013 4:42:10 PM	GOVS.FAC@CENSUS.GOV
Update User Role	STEP 3a. Auditee Certification	✗		
Add User	STEP 3b. Auditor Certification	✗		
Help	STEP 4. Submit to FAC for Processing	✗		

If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 1-800-253-0696.

5. Read the applicable certification statement carefully and then select the checkbox.

Auditee Certification

[\[Back to Report Home \]](#)

☐ This is to certify that, to the best of my knowledge and belief, the auditee has: (1) engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 for the period described in Part I, Items 1 and 3; (2) the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Circular; and (3) the information included in Parts I, II, and III of this data collection form is accurate and complete. I declare that the foregoing is true and correct.

Name of Certifying Official:

Title of Certifying Official:

6. The auditee will then enter his/her name in the **Title of Certifying Official** field and click the **Agree to Auditee Certification Statement** button.

Auditee Certification

[\[Back to Report Home \]](#)

☒ This is to certify that, to the best of my knowledge and belief, the auditee has: (1) engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 for the period described in Part I, Items 1 and 3; (2) the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the provisions of the Circular; and (3) the information included in Parts I, II, and III of this data collection form is accurate and complete. I declare that the foregoing is true and correct.

Name of Certifying Official:

Title of Certifying Official:

7. The auditor does not enter his/her name. The auditor will click on the checkbox after reading the certification statement. The **Agree to Auditor Statement** button will become active after the checkbox is selected and can be clicked to complete the certification.

Auditor Certification

[\[Back to Report Home \]](#)

Click the checkbox, enter your title, and click on "Agree to Auditor Statement" button to certify the submission.

☒ The data elements and information included in this form are limited to those prescribed by OMB Circular A-133. The information included in Parts II and III of this form, except for Part III, Items 7, 8, and 9a-9g was transferred from the auditor's report(s) for the period described in Part I, Items 1 and 3, and is **not a substitute** for such reports. The auditor has not performed any auditing procedures since the date of the auditor's report(s). A copy of the reporting package required by OMB Circular A-133, which includes the complete auditor's report(s), is available in its entirety from the auditee at the address provided in Part I of this form. As required by OMB Circular A-133, the information in **Parts II and III** of this form was entered in this form by the auditor based on information included in the reporting package. The auditor has not performed any additional auditing procedures in connection with the completion of this form.

8. You will be returned to the Report Home page. If you are the first party to certify the reporting package, you may want to notify the other party that they need to certify. You will see the completion status, time/date and who completed the action next to the green check marks.
9. If you are the second party to certify, the **STEP 4. Submit to FAC for Processing** button will be activated. Follow the instructions listed below (Section 6.0) to submit the report.

TEST 2013 , 2013 Report ID: 801340 Version: 1

Audit Form

Audit Report (PDF)

Report Access

Activate/Deactivate Report User

Update User Role

Add User

Help

This page allows you to view submission status, as well as, complete submission steps for this single audit report.

	Completion Status	Completion Date/Time	Completed By (E-mail Address)
STEP 1. Enter and Finalize Form SF-SAC	✓	12/12/2013 4:37:13 PM	GOVS.FAC@CENSUS.GOV
STEP 2. Upload and Finalize Audit Report	✓	12/12/2013 4:42:10 PM	GOVS.FAC@CENSUS.GOV
STEP 3a. Auditee Certification	✓	12/12/2013 4:47:59 PM	GOVS.FAC@CENSUS.GOV
STEP 3b. Auditor Certification	✗		
STEP 4. Submit to FAC for Processing	✗		

If you need assistance, please contact the Federal Audit Clearinghouse (FAC) via [e-mail](#) or call 1-800-253-0696.

6.0 SUBMITTING THE REPORT

Follow this procedure to submit the reporting package to FAC for processing.

1. Log into the IDES site using your current e-mail address and unique password.
2. Click the **STEP 4. Submit to FAC for Processing** button.

Report Home				
[Back to Account Home]				
FEDERAL AUDIT CLEARINGHOUSE, 2012		Report ID: 800800 Version: 1		
Audit Form	This page allows you to view submission status, as well as, complete submission steps for this single audit report.			
Audit Report (PDF)		Completion Status	Completion Date/Time	Completed By (E-mail Address)
Re-Upload Audit Report	STEP 1. Enter and Finalize Form SF-SAC	✓	7/31/2013 9:49:18 AM	GOVS.FAC@CENSUS.GOV
View/Print Audit Report	STEP 2. Upload and Finalize Audit Report	✓	7/31/2013 11:12:09 AM	GOVS.FAC@CENSUS.GOV
Report Access	STEP 3a. Auditee Certification	✓	7/31/2013 11:39:20 AM	GOVS.FAC@CENSUS.GOV
Help	STEP 3b. Auditor Certification	✓	7/31/2013 11:57:27 AM	GOVS.FAC@CENSUS.GOV
	STEP 4. Submit to FAC for Processing	✗		

- Click the **Submit for Processing** button to submit the report. Once a package is submitted, it cannot be rescinded.

Submit to FAC
[Back to Report Home]
You have selected the option to submit this report to the Federal Audit Clearinghouse (FAC) for processing. You will not be able to rescind this submission once it is submitted. You will be able to make changes by revising the submission.
<input type="button" value="Submit for Processing"/>

- To make modifications to a report that has already been submitted, follow the Revision process outlined in Section 7.0.

7.0 REVISIONS

You may revise any report at any time. The following procedure outlines how to make modifications to a reporting package that has already been submitted.

- Log into the IDES site using your current e-mail address and unique password.
- Click the **Revise** button.

Account Home

Continue/Certify (In-Progress Audits)	<p><u>Continue/Certify</u> work on a single audit that was started but not submitted to the Federal Audit Clearinghouse.</p> <ul style="list-style-type: none"> • Certify, Finish, Submit, and Upload Single Audit. • Enter and exit the single audit report at any time and as many times as necessary to complete the submission.
View (Submitted Audits)	<p><u>View</u> information on a previously submitted single audit.</p> <ul style="list-style-type: none"> • Archive copies of previously submitted form SF-SACs or reporting packages.
Start (New Audit)	<p><u>Start</u> a new single audit submission.</p> <ul style="list-style-type: none"> • Each Report ID corresponds to one single audit. • Start a new report for each fiscal period.
Revise (Submitted Audits)	<p><u>Revise</u> information on a previously submitted single audit.</p> <ul style="list-style-type: none"> • Change information on a previously submitted form SF-SAC or upload a revised reporting package.



Instructions
[2009](#) | [2010-2012](#) | [2013](#)



Checklist
[2009](#) | [2010-2012](#) | [2013](#)



FAQs



Reference



Federal Agency Contacts

3. Click the **Select** link associated with the applicable Report ID (last column).

Revise Submission				
[Back to Account Home]				
<p> Selecting a report on this page will cause you to lose your current submission for that audit year. Please ONLY select an audit if you intend to make a change to it and re-submit the audit report.</p> <p>To simply review your submission, return to Account Home and click the View button.</p>				
Report ID	Version	Auditee EIN	Auditee Name	Fiscal Year End Date
579118	2	121212121	TEST - GO SEAHAWKS!	12/12/2013
				Select

4. Select which component to revise by clicking one of the gray buttons. To revise only the PDF, click the **Revise PDF Only** button. To revise the data collection form or if both components need revising, click the **Revise Form & PDF** button.

Revise Submission Report				
[Back to Revise Submission]				
Report ID	Version	Auditee EIN	Auditee Name	Fiscal Year End Date
800765	1	999999999	FEDERAL AUDIT CLEARINGHOUSE	01/01/2010
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid gray; padding: 5px 10px;">Revise PDF Only</div> <div style="border: 1px solid gray; padding: 5px 10px;">Revise Form & PDF</div> </div>				


8.0 VIEW


You may view your submitted submissions at any time. The following procedure demonstrates how to view reporting packages that have already been submitted.


1. Log into the IDES site using your current e-mail address and unique password.
2. Click the **View** button.


Account Home


<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Continue/Certify (In-Progress Audits)</div> <div style="border: 2px solid red; border-radius: 10px; padding: 5px; text-align: center;">View (Submitted Audits)</div>	<p><u>Continue/Certify</u> work on a single audit that was started but not submitted to the Federal Audit Clearinghouse.</p> <ul style="list-style-type: none"> • Certify, Finish, Submit, and Upload Single Audit. • Enter and exit the single audit report at any time and as many times as necessary to complete the submission.
<p><u>View</u> information on a previously submitted single audit.</p> <ul style="list-style-type: none"> • Archive copies of previously submitted form SF-SACs or reporting packages. 	
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Start (New Audit)</div>	<p><u>Start</u> a new single audit submission.</p> <ul style="list-style-type: none"> • Each Report ID corresponds to one single audit. • Start a new report for each fiscal period.
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Revise (Submitted Audits)</div>	<p><u>Revise</u> information on a previously submitted single audit.</p> <ul style="list-style-type: none"> • Change information on a previously submitted form SF-SAC or upload a revised reporting package.


[Instructions](#)
[2009](#) | [2010-2012](#) | [2013](#)


[Checklist](#)
[2009](#) | [2010-2012](#) | [2013](#)


[FAQs](#)


[Reference](#)


[Federal Agency Contacts](#)

3. Click the **Form** or **Audit** link (depending on what you would like to view) associated with the applicable Report ID (last column).

View Submission					
[Back to Account Home]					
Report ID	Version	Auditee EIN	Auditee Name	Fiscal Year End Date	
800765	1	888888888	FEDERAL AUDIT CLEARINGHOUSE 1	01/01/2010	Form Audit
800694	1	999999999	FEDERAL AUDIT CLEARINGHOUSE 2	06/30/2012	Form Audit

4. Click on the **Back to Account Home** link when you are finished viewing your documents or signing out of the system.

View Submission					
[Back to Account Home]					
Report ID	Version	Auditee EIN	Auditee Name	Fiscal Year End Date	
800765	1	888888888	FEDERAL AUDIT CLEARINGHOUSE 1	01/01/2010	Form Audit
800694	1	999999999	FEDERAL AUDIT CLEARINGHOUSE 2	06/30/2012	Form Audit

9.0 ACCOUNT TOOLS

From the Account Home page, you may change your password, update your e-mail address, update your name, activate or deactivate a user account or add a user to a report.

9.1 Change My Password

The following procedure demonstrates how to change your password from the Account Tools menu.

1. From the Account Tools menu, click on **Change My Password**.

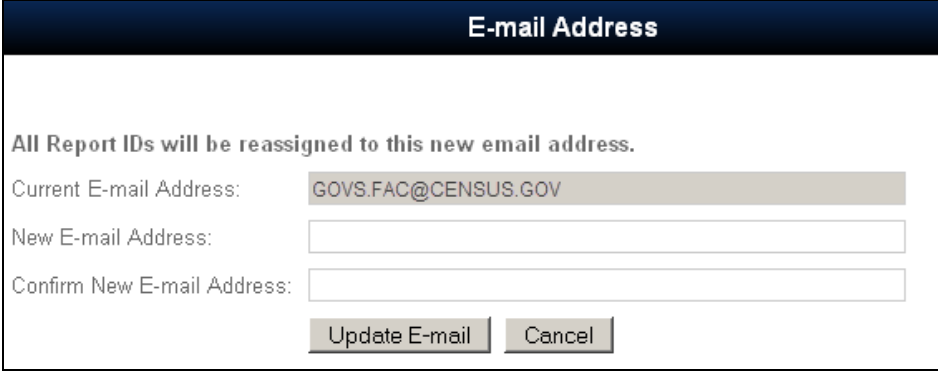
2. Enter the new password information in the first field labeled **New Password**.

3. Enter the same password information in the second field labeled **Confirm New Password**.
4. Passwords must match. An asterisk (*) will appear if they do not match.
5. Click the **Save Password** button once you are finished. If you do not want to save the information, click the **Cancel** button, which will take you back to the Account Home page.
6. After saving your new password, you will be returned to the Account Home page.

9.2 Update My E-mail Address

The following procedure demonstrates how to update your e-mail address from the Account Tools menu.

1. From the Account Tools menu, click on **Update My E-Mail Address**.



The screenshot shows a web form titled "E-mail Address" with a dark blue header. Below the header, a message states: "All Report IDs will be reassigned to this new email address." The form contains three input fields: "Current E-mail Address:" with the value "GOVS.FAC@CENSUS.GOV", "New E-mail Address:", and "Confirm New E-mail Address:". At the bottom of the form are two buttons: "Update E-mail" and "Cancel".

2. Enter the new e-mail address in the **New E-mail Address** field.
3. Enter the same e-mail address in the **Confirm New E-mail Address** field.
4. Passwords must match. An asterisk (*) will appear if they do not match.
5. Click the **Save Password** button once you are finished. If you do not want to save the information, click the **Cancel** button, which will take you back to the Account Home page.
6. After saving your new e-mail address, you will be returned to the Account Home page.

9.3 Change My Name

The following procedure demonstrates how to change a name from the Account Tools menu.

1. From the Account Tools menu, click on **Change My Name**.

Name	
Current Name:	<input type="text"/>
New Name:	<input type="text"/>
Confirm New Name:	<input type="text"/>
<input type="button" value="Change Name"/> <input type="button" value="Cancel"/>	

2. Enter the new name in the **New Name** field.
3. Confirm the name change by entering the new name again in the **Confirm New Name** field.
4. These names must match. An error message will appear if they do not match.
5. Click the **Change Name** button once you are finished. If you do not want to save the information, click the **Cancel** button, which will take you back to the Account Home page.
6. After saving your new name, you will be returned to the Account Home page.

9.4 Activate/Deactivate Report User

The following procedure demonstrates how to activate or deactivate a user from the Account Tools menu.

1. From the Account Tools menu, click on **Activate/Deactivate User Account**.
2. Highlight the report that you want to update by clicking on it.

3. Available users to update will auto-populate in the **Report User** field below the grid.

Activate/Deactivate Report User			
[Back to Account Home]			
Click on a Report ID to activate or deactivate a report user.			
Report ID	Auditee EIN	Auditee Name	Fiscal Year End Date
800765	22222222	Federal Audit Clearinghouse	01/01/2010
800694	33333333	Federal Audit Clearinghouse 2	06/30/2012
800364	44444444	Federal Audit Clearinghouse 3	10/02/2010
800902	55555555	Federal Audit Clearinghouse 4	06/30/2012
800621	66666666	Federal Audit Clearinghouse 5	07/04/2008
800524	77777777	Federal Audit Clearinghouse 6	05/21/2010
800766	88888888	Federal Audit Clearinghouse 7	11/10/2011
800800	99999999	Federal Audit Clearinghouse 8	11/06/2012
Select a <i>Report User</i> and the <i>User Status</i> and click the Update button.			
Report User: <input type="text" value="FACUSER@CENSUS.GOV - Active"/>			
User Status: <input type="text" value="Active"/>			
<input type="button" value="Update"/>			

Note: All reports must contain an Auditor and Auditee Certifying official. You cannot deactivate these users if there are no other users listed within the report. You will receive an error message if this occurs.

4. Select the user and status you want to update from the **User Status** drop-down menu.
5. Click the **Update** button.
6. To cancel this transaction or to go back to the Account Home page, click the **Back to Account Home** link.

9.5 Add a User to a Report

The following procedure demonstrates how to activate or deactivate a user from the Account Tools menu.

1. From the Account Tools menu, click on **Add a User to a Report**.

Add a User to a Report

[\[Back to Account Home \]](#)

Click on a Report ID to add a user to that report.

Report ID	Auditee EIN	Auditee Name	Fiscal Year End Date
800328	111111111	Federal Audit Clearinghouse	06/30/2012
800380	222222222	Federal Audit Clearinghouse 2	09/30/2012
800378	333333333	Federal Audit Clearinghouse 3	06/30/2009
800379	444444444	Federal Audit Clearinghouse 4	10/03/2010
800488	555555555	Federal Audit Clearinghouse 5	06/30/2012
800320	666666666	Federal Audit Clearinghouse 6	06/30/2012
800340	777777777	Federal Audit Clearinghouse 7	06/22/2010
800326	888888888	Federal Audit Clearinghouse 8	02/21/2012
800334	999999999	Federal Audit Clearinghouse 9	06/30/2012

Enter user information below and click the **Add** button.

Name: *

E-mail: *

Confirm E-mail: *

Select User Role: AUDITEE ▼

2. Highlight the report that you want to add the user to by clicking on it.
3. Fill out each of the fields below the grid with the user's information:
 - a. Name
 - b. E-mail
 - c. Confirm E-mail
 - d. Select User Role
4. Click the **Add** button once you are finished to save the information to the report.
5. The new User will receive an e-mail instructing them to create a new account password from a link. **They do not need to create a new account.**
6. To cancel this transaction or to go back to the to the Account Home page, click the **Back to Account Home** link.

10.0 REPORT ACCESS - INDIVIDUAL REPORT ACCESS TOOLS

Located on the left hand side of the Report Home page, under the Report Access drop-down menu, you can activate/deactivate individual users within a report, update an individual user's role or add a user to the report.

The screenshot shows the 'Report Home' interface. On the left, there is a vertical menu with options: 'Audit Form', 'Audit Report (PDF)', 'Report Access' (highlighted with a red box), 'Update User Role', 'Add User', and 'Help'. The 'Report Access' option is expanded, showing sub-options: 'Activate/Deactivate Report User', 'Update User Role', and 'Add User'. The main content area displays a table with columns for 'Completion Status' and a list of steps: 'STEP 1. Enter and Finalize Form SF-SAC', 'STEP 2. Upload and Finalize Audit Report', 'STEP 3a. Auditee Certification', 'STEP 3b. Auditor Certification', and 'STEP 4. Submit to FAC for Processing'. Each step has a corresponding 'Completion Status' icon (a red 'X' in a circle).

10.1 Activate/Deactivate Report User

The following procedure demonstrates how to activate or deactivate a user from the Report Access menu.

1. From the **Report Access** drop-down menu, click on **Activate/Deactivate Report User**.

The screenshot shows the 'Activate/Deactivate Report User' page. At the top, there is a header 'Activate/Deactivate Report User' and a link '[Back to Report Home]'. Below this, the 'Report ID: 801144 Version: 1' is displayed. The main content area contains a form with the instruction: 'Select a Report User and the User Status and click the Update button.' The form has two dropdown menus: 'Report User:' with the value 'FACUSER@CENSUS.GOV - Active' and 'User Status:' with the value 'Active'. Below these is an 'Update' button.

2. Select a user from the **Report User** drop-down menu.
3. Select a status from the **User Status** drop-down menu.

4. Click the **Update** button to save the information to the report.
5. To cancel this transaction or to go back to the Account Home page, click the **Back to Account Home** link.

10.2 Update User Role

The following procedure demonstrates how to update a user role from the Report Access menu.

1. From the **Report Access** drop-down menu, click on **Update User Role**.

Update User Role

[\[Back to Report Home \]](#)

Report ID: 801211 Version: 1

Users listed below are associated with this Report ID and Version. Please select *Role* for desired *User Account* and click the **Update** button.

User Account	Role
AUDITORCERTIFY@CENSUS.GOV	AUDITOR CERTIFY
AUDITORCERTIFY2@CENSUS.GOV	AUDITEE CERTIFY
AUDITEE@CENSUS.GOV	AUDITEE
AUDITOR@CENSUS.GOV	AUDITOR

2. Select the user account that you would like to update.
3. Under the **Role** column, use the drop-down to switch the user's role.
Note: there can only be one Auditor Certifying Official and one Auditee Certifying Official.
4. Click the **Update** button to save the information to the report. If you do not want to save the information, click the **Cancel** button, which will take you back to the Report Home page.

10.3 Add User

The following procedure demonstrates how to add a user from the Report Access menu.

1. From the Report Access drop-down menu, click on **Add User**.

Add a User to a Report	
[Back to Report Home]	
Report ID: 800326 Version: 3	
Enter user information below and click the Add button.	
Name:	<input type="text" value="Federal Audit Clearinghouse"/> *
E-mail:	<input type="text" value="GOVS.FAC@CENSUS.GOV"/> *
Confirm E-mail:	<input type="text" value="GOVS.FAC@CENSUS.GOV"/> *
Select User Role:	<input type="text" value="AUDITEE"/> ▼
<input type="button" value="Add"/>	

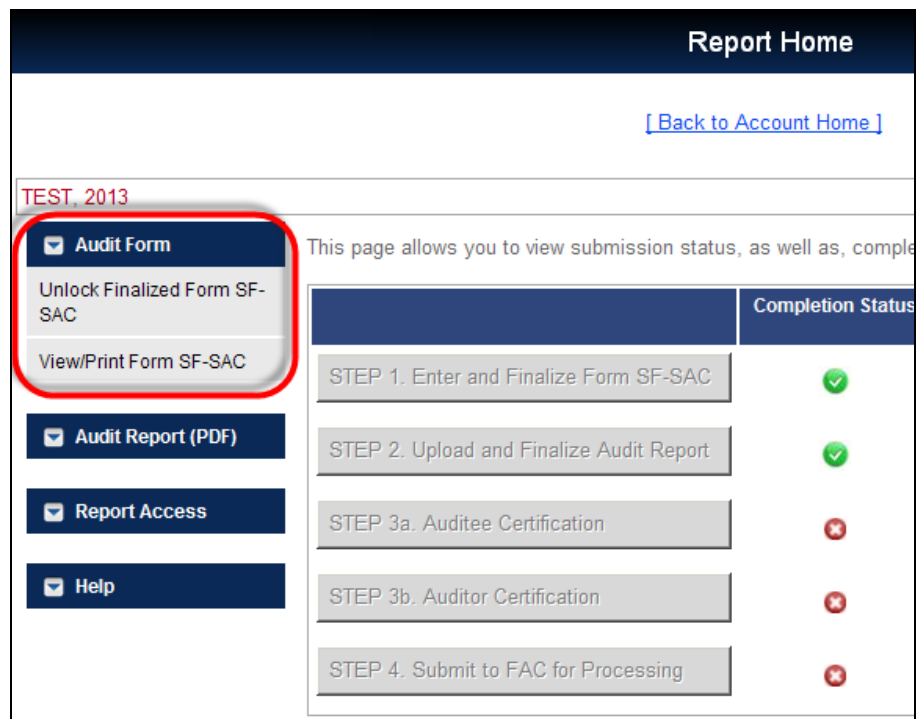
2. Fill out each of the fields below the grid with the user's information:
 - a. Name
 - b. E-mail
 - c. Confirm E-mail
 - d. Select User Role
3. Click the **Add** button once you are finished to save the information to the report.
4. The new User will receive an e-mail instructing them to create a new account password from a link. **They do not need to create a new account.**
5. To cancel this transaction or to go back to the Report Home page, click the **Back to Report Home** link.

11.0 AUDIT FORM - INDIVIDUAL REPORT ACCESS TOOLS

Located on the left hand side of the Report Home page, under the Audit Form drop-down menu, you can unlock a locked form or view/print a form. Note: these options only become available after **STEP 1. Enter and Finalize Form SF-SAC** is complete.

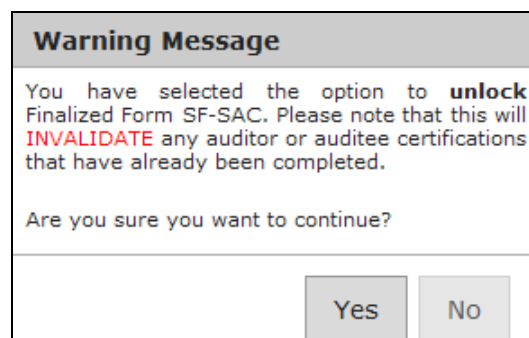
11.1 Unlock Finalized Form SF-SAC

The following procedure demonstrates how to unlock a finalized form from the Audit Form menu.



	Completion Status
STEP 1. Enter and Finalize Form SF-SAC	✓
STEP 2. Upload and Finalize Audit Report	✓
STEP 3a. Auditee Certification	✗
STEP 3b. Auditor Certification	✗
STEP 4. Submit to FAC for Processing	✗

1. From the Audit Form drop-down menu, click on **Unlock Finalized Form SF-SAC**.
2. A warning message will appear indicating that unlocking the form will void any previously made certifications. Click the **Yes** button to unlock the form or the **No** button to cancel.



Warning Message

You have selected the option to **unlock** Finalized Form SF-SAC. Please note that this will **INVALIDATE** any auditor or auditee certifications that have already been completed.

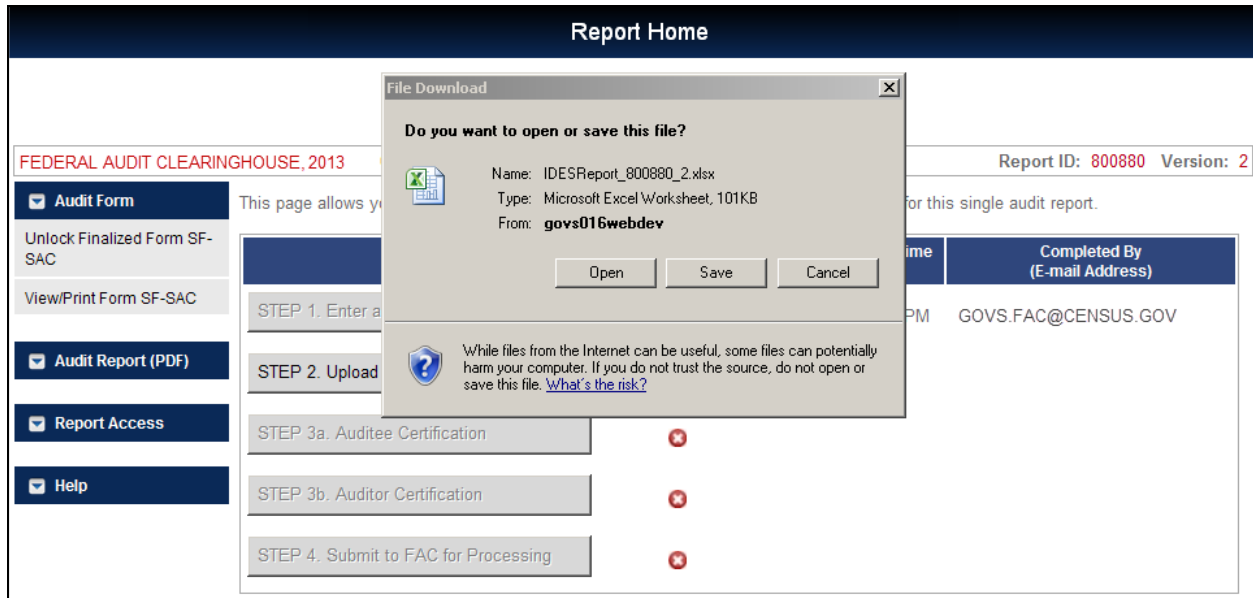
Are you sure you want to continue?

Yes No

11.2 View/Print Form SF-SAC

The following procedure demonstrates how to view or print a form from the Audit Form menu.

1. From the Audit Form drop-down menu, click on **View/Print Form SF-SAC**.



2. A File Download window will appear. You may choose to open or save the file. Alternatively, you can choose to cancel the action.
3. The data collection form will appear in excel format. The tabs at the bottom of the spreadsheet coincide with the tabs in system and contain the data you inputted in the system.

26	Auditee ZIP Code	Auditor ZIP Code
27	00009-9999	00009-9999
28	Auditee Contact Name	Auditor Contact Name
29	GAL	GUY
30	Auditee Contact Title	Auditor Contact Title
<div> General Info Audit Info Page Federal Awards Page Additional EINs Additional DUNS Secondary Auditors </div>		
Ready		

12.0 AUDIT REPORT (PDF) - INDIVIDUAL REPORT ACCESS TOOLS

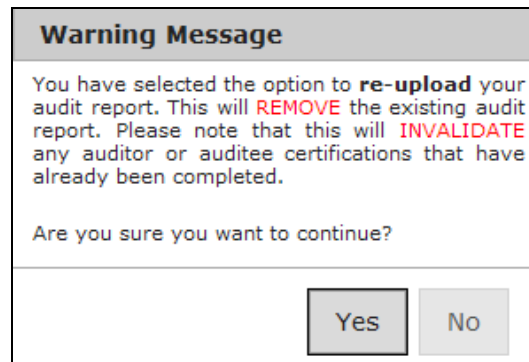
Located on the left hand side of the Report Home page, under the Audit Report (PDF) drop-down menu, you can re-upload an audit report or view/print an audit report. Note: these options only become available after **STEP 2. Upload and Finalize Audit Report** is complete.

12.1 Re-Upload Audit Report

The following procedure demonstrates how to re-upload an audit report from the Audit Report (PDF) menu.

1. From the Audit Report (PDF) drop-down menu, click on **Re-Upload Audit Report**.

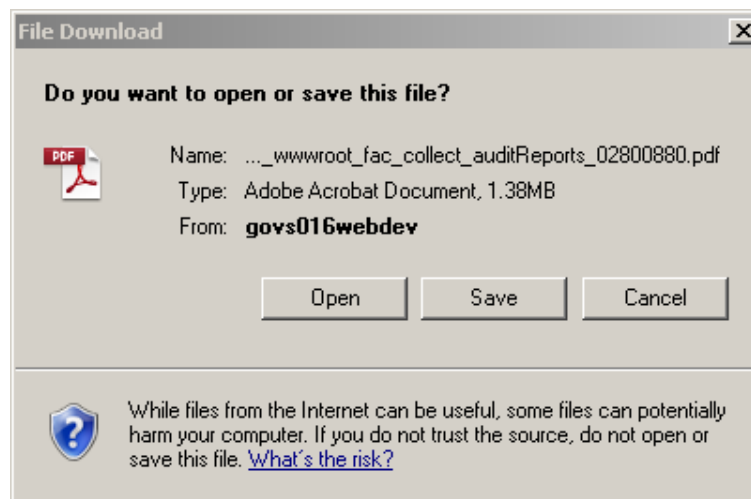
2. A warning message will appear indicating that re-uploading the report will remove the existing report and void any previously made certifications. Click the **Yes** button to unlock the form or the **No** button to cancel.



12.2 View/Print Audit Report

The following procedure demonstrates how to view or print an audit report from the Audit Form menu.

1. From the Audit Form drop-down menu, click on **View/Print Audit Report**.
2. A File Download window will appear. You may choose to open or save the file. Alternatively, you can choose to cancel the action.



3. The audit report will appear in PDF format.

**Appendix I – Federal Audit Clearinghouse Federal Agency
Two-Digit Prefix List**

Numeric Order

01* African Development Foundation
03* Institute of Museum and Library Services
04* Inter-American Foundation
05* National Endowment for the Arts
06* National Endowment for the Humanities
07* Office of National Drug Control Policy
08* Peace Corps
09* Legal Services Corporation
10 Department of Agriculture
11 Department of Commerce
12 Department of Defense
13 Central Intelligence Agency
14 Department of Housing and Urban Development
15 Department of the Interior
16 Department of Justice
17 Department of Labor
18 Federal Reserve System
19 Department of State
20 Department of Transportation
21 Department of the Treasury
23 Appalachian Regional Commission
27 Office of Personnel Management
29 Commission on Civil Rights
30 Equal Employment Opportunity Commission
32 Federal Communications Commission
33 Federal Maritime Commission
34 Federal Mediation and Conciliation Service
36 Federal Trade Commission
39 General Services Administration

40 Government Printing Office
42 Library of Congress
43 National Aeronautics & Space Administration
44 National Credit Union Administration
46 National Labor Relations Board
47 National Science Foundation
57 Railroad Retirement Board
58 Securities and Exchange Commission
59 Small Business Administration
60 Smithsonian Institution
61* International Trade Commission
62 Tennessee Valley Authority
64 Department of Veterans Affairs
66 Environmental Protection Agency
68 National Gallery of Art
70 Overseas Private Investment Corporation
77 Nuclear Regulatory Commission
78 Commodity Futures Trading Commission
81 Department of Energy
84 Department of Education
85 Scholarship Foundations
86 Pension Benefit Guaranty Corporation
87 Consumer Product Safety Commission
88 Architectural & Transportation Barriers Compliance Board
89 National Archives & Records Administration
90 Delta Regional Authority
90 Denali Commission
90 Election Assistance Commission
90 Japan – U.S. Friendship Commission
91 United States Institute of Peace
92 National Council on Disability
93 Department of Health and Human Services

94 Corporation for National and Community Service

96 Social Security Administration

97 Department of Homeland Security

98 U. S. Agency for International Development

99* Miscellaneous

* Note: These prefixes are not assigned by the Catalog of Federal Domestic Assistance, and are only used for OMB Circular A-133 reporting purposes only.

Appendix II – Acronyms and Abbreviations

AICPA	American Institute of CPAs
ARRA	American Recovery and Reinvestment Act of 2009
CFDA	Catalog of Federal Domestic Assistance
D&B	Dun & Bradstreet
DUNS	Data Universal Numbering System
EIN	Employer Identification Number
FAC	Federal Audit Clearinghouse
GAS	Government Auditing Standards
IDIS	Internet Data Entry System
IRS	Internal Revenue Service
OMB	Office of Management and Budget
PII	Personally Identifiable Information